

**Annual Report and Financial Statements  
for the year ended 31 March 2014**

**Company No 01816088**

**Charity No 289618**

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## **Directors' and Trustees' Report for the year ended 31 March 2014**

The Board of Directors presents its report and audited financial statements for the year ended 31 March 2014.

### **Reference and Administrative Information**

Registered Office:	Cockpit Arts Cockpit Yard Northington Street London WC1N 2NP
Registered Charity Number:	289618
Company Number:	01816088
Directors and Trustees:	Angus Anderson (Chair) John Tizard (Treasurer) Eunice Edwards Karen Noakes Carolyn Regan Thomas Lingard (resigned 19 September 2013) Emma Johnson (appointed 12 December 2013) Jackie Murin (appointed 12 December 2013) Marc Steene (appointed 13 March 2013)
Patron:	The Baroness Lola Young of Hornsey
Company Secretary:	Sheryll Catto
Joint Chief Executives:	Barbara van Heel Sheryll Catto
Independent Examiner:	John Green FCCA John Green & Co 41 Windmill Street Hythe Kent Ct21 6BL
Bankers:	Coutts & Co 440 Strand London WC2R 0QS

## Chairman's Report

Action Space exists to support and develop artists with learning disabilities and we are again able to report a year of continuing and significant progress across the whole broad range of our programmes.

It is essential to the organisation that we are able to continue to develop the breadth of our work. Whether it is enabling those with profound learning disabilities to explore and develop how they can express themselves through their art, or supporting young people entering adulthood to discover how pursuing their art could be an important part of their future, or for those who take part in our studio programmes to continue with their development as artists, each and every programme is led by the principle that it is the continuing self discovery of their personal voices as artists that is essential in what we do.

But this is just half of the story. The other, and equally important, half has been continuing to enable our artists to exhibit, promote and sell their work. We have maintained momentum with the group exhibitions and events that are so important in giving all our artists the opportunity to experience exhibiting their work. In addition to this, we are delighted that several of our artists' have now begun to receive the public recognition their work merits. Some of the key achievements in this area are detailed within the Directors' report later in this document.

At the heart of everything we do, is our continuing commitment to developing all of our artists. We were delighted to have four young artists qualify for the Silver Arts Award. Our experience in guiding young artists with learning disabilities through the Arts Award programme has led to us being asked by the Roundhouse and Sadler's Well's (Arts Council England Associate Bridge Organisations) to work with them in an advisory capacity to help make the scheme become more accessible for young people with learning disabilities.

The strength of our partnerships is crucial to our ability to deliver our programme to the high standard we have become known for. During 2013/14 this included Elfrida Rathbone Camden, the Camden Society, Studio Voltaire, Cockpit Arts, Outside In, Shape Arts, Julian Hartnoll Gallery in Piccadilly, Freespace Gallery in Kentish Town, the October Gallery in Bloomsbury, Tooting Lido, London Transport Museum, Camden Arts Centre and the Royal Academy. We would like to thank all of our partners for their much valued enthusiasm and support for our artists and their work.

The financial year 2013-14 was a critical year, with the renewal of Arts Council funding at stake. The application was made in March and at the time of the preparation of this review we are delighted to report that our grant has been continued with a very significant uplift of 62% to enable us to take our work on to the next stage.

As in previous years the development of every aspect of our programme is utterly dependent upon our wonderful team of artist tutors and volunteers, and outstanding staff team, in particular our Co-Directors Barbara van Heel and Sheryll Catto.

*Angus Anderson, Chair*

## **Actionspace Supports Artists With Learning Disabilities**

ActionSpace supports the development of artists with learning disabilities in a professional studio environment and creates innovative projects for people with learning disabilities to engage with the visual arts.

### **Aims and Objectives**

The principal objective of the company as stated in the Articles is:

*“The promotion of education by the encouragement of the practice of the arts by people with learning disabilities.”*

Our aims are

- To encourage the personal and creative development of each artist
- To be an advocate and provide a platform to showcase the talents of artists with learning disabilities
- To provide opportunities for the general public to experience and engage with the great art created by artists with learning disabilities

### **Strategy For Achieving The Charity’s Objective And Vision**

ActionSpace’s main strategy is to provide opportunities for people with learning disabilities to develop as visual artists and to create, exhibit and sell their artwork.

We cater for artists with all types and levels of learning disabilities, of all abilities and support needs, however the majority of our artists have higher support needs. Higher levels of support are required where a person is unable to take advantage of opportunities available because of the severity of their intellectual impairment, physical disability, sensory impairment, mental health problems, autism or behaviour that others find challenging. ActionSpace continuously develops new projects and partnerships to ensure we are accessible for all.

### **Public Benefit**

The trustees have taken due notice of the recent guidance issued by the Charity Commission concerning public benefit. The nature of our participatory and development programmes means that the benefits enjoyed by artists with learning disabilities are both tangible and easily identifiable, and clearly in line with our stated aims. ActionSpace's programmes are intended for those with learning disabilities within the London area. In practice it is the amount of income raised that is the only restriction to the number of beneficiaries that the charity can reach.

### **Resources**

During 2013-14 we employed five part-time members of staff and were supported by ten artist tutors and more than 20 volunteers.

#### Artist Tutors

Our artist tutors are all educated to degree level in the visual arts and have at least five years’ experience working with people with learning disabilities.

The artist tutor's role is to encourage the creative development of the artists, to provide them with options and support them in the choices they make, rather than to formally teach or instruct them. Our artist tutors encourage our artists to express themselves, explore new artistic endeavours, and repeat and refine creative ideas. The direction of the projects is dictated by the artists themselves; thus promoting their independence, self-determination, confidence and self-worth.

The true strength of ActionSpace comes from the artist tutors and their relationship with the artists.

### Volunteers

Volunteers are an important resource for ActionSpace, as they enable us to provide a uniquely personalised service and maximises the benefits to the artists. The volunteers work with the artists on a one-to-one basis, under the supervision of the artist tutors. We offer volunteers work-experience, which is challenging and creatively stimulating. We provide training and experience, which forms a basis from which volunteers are able to develop a career in this area of work, whether within ActionSpace or elsewhere.

### Management Structure and Staffing

ActionSpace currently has nine trustees who provide a range of skills and experiences. The Board meet on a quarterly basis, plus there are various sub-committee meetings in which the Board discusses in more detail the finances, policies, human resources and business planning. To facilitate effective operations, the trustees have delegated the running of the company to the two joint Chief Executives.

The two chief executives are collectively responsible for the running of the organisation and ensuring its long-term sustainability. The tasks are divided between them and grouped: one taking the lead in fundraising and financial management; the other taking the lead in programme development/delivery and marketing, and serving as the Company Secretary.

In addition, ActionSpace's small staff team includes a programme co-ordinator, a pastoral care co-ordinator and an administrative assistant, employed under the Access to Work scheme for people with learning disabilities.

All five core staff are part-time, which enables the company to maximise staffing budgets whilst still having the range of skills and competencies required to ensure high standards of delivery.

### Partnerships

Where possible, ActionSpace works in partnership to deliver its projects. This is important as we are a small organisation. By working in partnership we share best practice, reduce overall costs and we are able to serve a much larger and more diverse group of people. Last year alone, we worked in partnership with at least ten organisations, including Elfrida Rathbone Camden, The Camden Society, Studio Voltaire, Cockpit Arts, Camden Arts Centre, London Transport Museum, Outside In/Pallang House Gallery, and the Royal Academy of Art.

## Core programme

### I) Studio Programmes for Adults

Our core programme is the weekly Studio Project, which continues to grow from strength to strength. The Studio Project model is unique to ActionSpace. It supports the development of the artists' creative practices by providing them with access to a professional visual arts studio, high quality art materials and equipment and the support and guidance of an experienced artist tutor. The long-term nature of the Studio Project provides our artists with time and space to experiment, analyse their work and explore a range of creative solutions. There are regular study visits to galleries and museums and opportunities to exhibit and sell work. We are able to support those who wish to develop professional artistic careers as well as those looking for a meaningful creative outlet.

During 2013/14 we ran seven weekly studio projects, catering for 51 people per week:-

- Two Wandsworth Studio Projects at our South London studio at Studio Voltaire in Clapham
- Five Camden Studio Projects at our North London studio at Cockpit Arts in Holborn.

We are very grateful for the financial support of Wandsworth and Camden Local authorities towards the running of the Studio Projects. Without their support we would not have been able to run the studio projects on a nearly continuous basis for the last seven years in Camden and at least twelve years in Wandsworth.

### II) Outreach Programme

#### Young people projects

Our young people's programme was launched in 2006 to provide access to visual arts activities during the transitional period from 16-25 yrs. Groups of up to 12 attend weekly 3-hour art sessions. During the last seven years we have worked with over 100 young people, many of whom have discovered previously unearthed artistic talents which they have gone on to develop further.

During 2013/14 we ran two weekly young people's projects in South and North London catering for 20 young people per week:

- One at our South London studio
- One run in partnership with the Leighton Project (Elfrida Rathbone Camden) in Kentish Town

We continue to offer our young people the opportunity to work towards achieving an Arts Award qualification.

#### Profound and Multiple Learning Disabilities (PMLD) and Complex Needs Project

"Connecting Through Art" projects for people with PMLD and complex needs were born out of a need to address the lack of good quality visual art provision for this client group. Due to their high needs, people with profound learning disabilities tend

to be isolated with little opportunity to engage in high quality challenging creative activities.

The majority of these artists are non-verbal. The artist tutors use shared visual arts activities to effectively communicate with the artists and to ascertain their areas of interest in order to provide stimulating, creative activities and opportunities. The artist tutors developed innovative ways of working with the artists through interaction and observation. It is vital to us that the artists are given as much support as needed to ensure they are the ones making the decisions and directing the project. Ultimately it is about ensuring they feel ownership of the project, as this will enhance their satisfaction with it. These projects include some of our most inspiring and misunderstood artists. The "Connecting Through Art" programme has exceeded all expectations, in not only producing powerful and ambitious artwork but also giving the artists involved a greater voice, more confidence and more direction in their lives, and also raising aspirations for them in the people around them.

During 2013/14 we ran two "Connecting Through Art" projects, one in partnership with Peperfield Day Centre/Camden Learning Disability Services and one in partnership with The Camden Society.

### III) Our Exhibition and Events Programme

Providing our artists with opportunities to exhibit and sell their artwork is crucial to support their creative, personal and professional development. Rather than a separate part of our activity it is a thread that runs through our entire programme and often brings artists from different groups together to showcase their work. We have also had a great deal of success in submitting our artists work to open submission exhibitions both within the outsider/disability sphere and the wider contemporary arts sector.

## **Achievements and Performance**

A key objective for 2013/14 was raising the profile of our artists and widening the audience for their work by showing their work in exhibitions which attracts the general public. To give a few examples:-

- Nigel Kingsbury had a solo exhibition at The Pallant House Gallery in Chichester as one of last year's winners of the Outside In: National competition
- Thompson Hall had an excellent *Postcards from Brighton* exhibition at the Brighton Pavilion as part of the Creative Minds Conference. He was also part of the steering committee and gave a presentation at the conference, as well as at the Royal Academy's 'In Practice' evening for outsider artists.
- Andrew Omading, Thomas Owen and Tony Allan's work toured the UK as part of the Shape Arts Open exhibition
- Nnena Kalu and Lasmin Salmon were showcased as Outside In Artists of the Month and Lasmin, Andrew Omading and Mary Thomas had work selected for the Pump House Gallery Open Exhibition



## Plans for the Future

The Board regularly reviews our strategic plan, which is designed to enable ActionSpace to continue and expand as a sustainable arts organisation. We are in a strong financial position from which to launch our planned developments and expansion in 2014/15 and beyond in line with this strategy.

During the period from 2015-18 we propose to:

- Increase the number of our studio locations from two (South London - Studio Voltaire and North London - Cockpit Arts) to four to ensure we cover South, North as well as East and West London, thus widening our access. During the financial year 2015/16 we will pilot a new studio project in Newham, East London. During the following year (2016/17) we will be trialling our second new studio in a fourth location. We will research the best location during the year 2015/16.
- Increase the number of projects we run for people with profound and multiple learning disabilities and complex needs (PMLD). To ensure a bigger impact more quickly in our new locations we will launch a PMLD project alongside each of the new studios. ActionSpace has developed a strong reputation in both Camden and Wandsworth by running numerous projects, through which we have engaged with local providers, social services, other arts organisations, etc. to get the projects up and running. We are well aware it will take time for us to establish ourselves in a new borough. Running more projects at the same time speeds up this process.
- Enhance our Young People's Programme by increasing the number of young people we work with by 75% and offering Arts Award to every young person we will be working with. We will employ an Arts Award Co-ordinator to work with young people across all our projects and to work with the Arts Awards delivery agency (Trinity College) and Bridge Organisations to increase access for young people with more complex learning disabilities.

## Treasurer's Financial Review

### Financial Position and Available Funds

In last year's annual report I said that "In spite of austerity, the pressures on the public sector and major cuts in public expenditure, welfare changes, falling incomes and the state of the economy, ActionSpace has strengthened its financial position through prudent management and stewardship". At the risk of being boring I can report the same for 2013/14. In 2013/14 we had an operating surplus of £25,584, which has been allocated to our reserves.

### Reserves policy

In light of this, the Board has reviewed our reserves policy. It has been the policy of ActionSpace to maintain a designated reserve fund of 4 months running costs to cover the worst-case scenario of Action Space needing to be wound up. We have reviewed our reserves policy in order to ensure growth as well as meeting our fiduciary responsibilities and agreed to increase it with £1,000, thus the total amount

is £75,000. This will instil confidence that ActionSpace is funded to meet its obligations to all stakeholders and artists. This reserve also enables us to minimise risks to our cash-flow during the expansion of the programme to two new locations.

We have additionally decided to create three designated reserve funds:

- a development fund to support our planned expansion programme and in particular new studio activities in Newham of £25,000.
- a studio enhancement fund to enable us to improve the facilities and equipment available to our artists at our existing studios of £15,000.
- a HR contingency fund to support any staffing changes and a review of terms and conditions in line with our development strategy as well as providing contingency for long term cover of £25,000.

The Board continuously reviews financial performance to ensure that it is aligned with our strategy and mission. These actions mean we are well placed to ride the challenges in the coming few years and to thrive not simply survive.

I would like to place on record my and the Board's thanks to Barbara van Heel, our director who has principal responsibility for ActionSpace's financial management for her excellent stewardship of the charity's financial resources, to all our staff for their prudent use of our resources, to my fellow trustees for their support, advice and challenge and to our many funders.

### **Principal Funding Sources**

We would like to thank our major funders for their continuing support, mainly the Arts Council England, the London Boroughs of Wandsworth and Camden as well as City Bridge Trust, Henry Smith Charity, Lloyds TSB Foundation, St Andrew Holborn Charity and the Big Lottery - Reaching Communities. We are also extremely grateful to the many funders who are supporting our projects on a one-off basis, such as Santander Foundation, Mrs Smith and Mount Trust, Chapman Charitable Trust and Trusthouse Charitable Foundation. Action Space continues to progress a diverse portfolio of funding of which half of the income is unrestricted.

## **Structure Governance and Management**

### **Governing Document**

Action Space London Events is a charitable company limited by guarantee, incorporated on 14th May 1984 and registered as a charity on 9th July 1984. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **Recruitment and Appointment of the Board of Directors**

The Directors of ActionSpace are also charity trustees for the purposes of charity law and under the company's Articles are known as Members of the Company. Every year at the Annual General Meeting one third of the Directors shall retire from office. The Directors to retire in every year shall be those who have been longest in office since their last election. A retiring director shall be eligible for re-election. Angus Anderson, Carolyn Regan and Eunice Edwards retire by rotation at the next Annual General Meeting on 23th September 2014 and all three Angus Anderson, Carolyn Regan and Eunice Edwards offer themselves for re-election.

The Directors seek to ensure that the needs of the group are appropriately reflected through the diversity of the trustee body. The business, marketing and finance skills are well represented on the Board of Directors. In an effort to maintain this broad skills mix, the directors provide a list of their skills, which is discussed during a Board away day. In the event of lacking particular skills, individuals who have the relevant skills are sought and approached to offer themselves for election.

### **Trustee Induction and Training**

After an initial meeting with the Chief Executives who will brief them on their legal obligations and rights, the content of the Memorandum and Articles of Association, the business plan and recent financial performance, the new trustees will be invited to participate in several of the charities workshops. During the workshops they will meet key employees and artists. Before being invited to observe a Board meeting, the potential new trustee will meet with the Chair. In addition they receive an induction pack to use as a reference on their rights and responsibilities. Trustees are encouraged to attend appropriate external training where these will facilitate the undertaking of their role.

### **Organisation**

ActionSpace has a Board of Directors who meets bi-monthly and is responsible for the strategic direction and financial stability of the Charity. The two Chief Executives are appointed by the Trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executives have delegated authority, approved by the trustees, for operational matters including finance, employment, and artistic performance related activity.

### **Risk Management**

ActionSpace reviews the risks to which the charity is exposed on a rolling basis. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. A key element in the management of financial risk is the setting of a reserves policy and its regular review by the Directors. The Charity has also begun more formal risk assessments of the charity's activities, triggered by new regulations around care standards and protection of vulnerable adults and children.

### **Statement of Trustees' Responsibilities**

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of

resources, including income and expenditure, for the financial year. In preparing those financial statements the directors should follow best practice and:

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

The directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

As far as the directors are aware at the time the report is approved

- there is no relevant information of which the company's independent examiner is unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

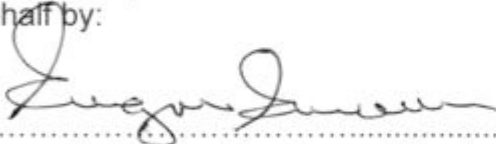
#### **Members of the Board of Directors**

Members of the Board of Directors, who are directors for the purposes of company law and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

#### **Approval**

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the Board of Directors on 23 September 2014 and signed on their behalf by:



.....  
Angus Anderson, Director and Trustee

## **Report of the Independent Examiner to the Members of Action Space London Events Limited for the Year Ended 31 March 2014**

I report on the accounts of Action Space London Events Limited for the year ended 31 March 2014, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

### **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 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 Report (continued)

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John Green FCCA

Date 23 September 2014

41 Windmill Street  
Hythe  
Kent CT21 6BL

**Statement of financial activities**  
**(including Income and Expenditure Account)**  
**for the year ended 31 March 2014**

	Notes	Unrestricted	Restricted	Total 2014	Total 2013
		£	£	£	£
<b>Incoming resources</b>					
Fees Receivable		89,745	-	89,745	72,045
Grants, donations & contracted income	4	48,201	134,878	183,079	174,234
Bank interest		167	-	167	145
Other Incoming Resources		3,997	-	3,997	9,305
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Incoming Resources</b>		<b>142,110</b>	<b>134,878</b>	<b>276,988</b>	<b>255,729</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended:</b>					
<b>Costs of generating funds:</b>					
Costs of generating voluntary income		6,982	-	6,982	5,596
<b>Charitable activities:</b>					
Projects, exhibitions & workshops		97,534	144,189	241,723	211,011
<b>Governance costs</b>		2,699	-	2,699	2,428
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Resources Expended</b>	5	<b>107,215</b>	<b>144,189</b>	<b>251,404</b>	<b>219,035</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Incoming/(Outgoing) Resources for the year</b>	2	<b>34,895</b>	<b>(9,311)</b>	<b>25,584</b>	<b>36,694</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		110,193	14,323	124,516	87,822
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		<b>£145,088</b>	<b>£ 5,012</b>	<b>£ 150,100</b>	<b>£ 124,516</b>
		<hr/>	<hr/>	<hr/>	<hr/>

## Company No 01816088 (England &amp; Wales)

<b>Balance sheet</b>			
<b>as at 31 March 2014</b>			
	<b>Notes</b>	<b>2014</b>	<b>2013</b>
		<b>£</b>	<b>£</b>
<b>Fixed Assets</b>			
Tangible Fixed Assets	<b>6</b>	2	2
<b>Current Assets</b>			
Debtors	<b>7</b>	8,069	6,335
Cash at bank and in hand		169,175	138,154
		<hr/>	<hr/>
		177,244	144,489
<b>Creditors:</b> Amounts falling due within one year	<b>8</b>	(27,146)	(19,975)
		<hr/>	<hr/>
<b>Net Current Assets</b>		<b>150,098</b>	<b>124,514</b>
		<hr/>	<hr/>
		<hr/>	<hr/>
<b>Net Assets</b>	<b>9</b>	<b>£150,100</b>	<b>£124,516</b>
		<hr/>	<hr/>
<b>Funds:</b>	<b>10</b>		
Restricted Fund		5,012	14,323
Unrestricted Funds:			
- General funds		5,088	12,064
- Designated funds		140,000	98,129
		<hr/>	<hr/>
Total unrestricted funds		145,088	110,193
		<hr/>	<hr/>
		<hr/>	<hr/>
<b>Total funds</b>		<b>£ 150,100</b>	<b>£124,516</b>
		<hr/>	<hr/>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014. The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006. The trustees acknowledge their responsibilities for:

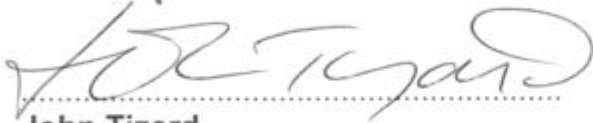
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of



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.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 23 September 2014 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'John Tizard', written over a dotted line.

**John Tizard**  
**Director and Trustee**

The notes on pages 16 to 23 form part of these financial statements

## **Notes to the financial statements for the year ended 31 March 2014**

### **1. Accounting policies**

#### **1.1 Basis of Preparation of the Financial Statements**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

#### **1.2 Tangible Fixed Assets and Depreciation**

Tangible Fixed Assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of each asset less its estimated residual value as follows:

Art Equipment	60% Reducing Balance Basis
Office Equipment	60% Straight Line Basis

IT equipment costing less than £2,500 per item is charged to the Statement of Financial Activities in the year of purchase.

#### **1.3 Value Added Tax**

Value Added Tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

#### **1.4 Grants**

**1.4.1.** Grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable unless it is specified that they are for a future accounting period, in which case they are included on the balance sheet as deferred income to be recognised in those future accounting periods.

**1.4.2.** Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

#### **1.5 Restricted Funds**

Restricted funds are to be used for the purposes specified by the donor. Expenditure which meets these criteria is identified to the fund.

## Notes to the financial statements for the year ended 31 March 2014

### 1.6 Unrestricted Funds

Unrestricted funds are grants, donations, fees and other income received by the charity and available as general funds.

### 1.7 Designated Funds

Designated funds are unrestricted funds, which have been set aside by the Trustees for specific purposes.

## 2. Net incoming resources for the year

The net incoming resources for the year are stated after charging:

	<b>2014</b>	<b>2013</b>
	£	£
Depreciation of tangible fixed assets owned by the charity	-	-
Independent Examiner fee	1,320	1,389
Trustees' remuneration	-	-
Trustees' expenses reimbursed	-	-
	=====	=====

## 3. Staff costs

	<b>2014</b>	<b>2013</b>
	£	£
Staff costs during the year were:		
Salaries and wages	100,902	95,813
Social security costs	8,924	8,464
	-----	-----
	<b>£ 109,826</b>	<b>£104,277</b>
	-----	-----

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents was 3.5 (2013: 3.3).

## Notes to the financial statements for the year ended 31 March 2014

### 4. Grants, donations and contracted income

	Unrestricted	Restricted	Total 2014	Total 2013
	£	£	£	£
Arts Council England	45,233	-	45,233	45,154
City Bridge Trust	-	22,000	22,000	22,500
London Borough of Wandsworth	-	21,404	21,404	20,740
Henry Smith Charity	-	20,000	20,000	-
NIACE	-	7,755	7,755	19,890
London Borough of Camden	-	19,078	19,078	19,375
Lloyds TSB Foundation	-	14,000	14,000	13,000
Big Lottery –				
Reaching Communities	-	14,768	14,768	-
National Heritage Initiative	-	7,873	7,873	8,450
Trusthouse Charitable Foundation	-	-	-	8,000
Santander Foundation	-	-	-	5,400
St Andrew Holborn Charity	-	5,000	5,000	5,000
Alexander Stafford Charity	-	3,000	3,000	-
Chapman Charitable Trust	-	-	-	2,000
Mrs Smith & Mount Trust	-	-	-	2,000
London Community Foundation	-	-	-	1,000
Individuals & small companies	2,968	-	2,968	1,725
	_____	_____	_____	_____
	<b>£ 48,201</b>	<b>£ 134,878</b>	<b>£ 183,079</b>	<b>£ 174,234</b>
	_____	_____	_____	_____

- Arts Council England funding is guaranteed until 31 March 2015.
- The funding from City Bridge Trust runs until 30 June 2014.
- The grant from Big Lottery (Reaching Communities) runs for three years from 1 July 2013 @ £59,073 pa.
- London Borough of Wandsworth funding is guaranteed until 31 March 2015.
- London Borough of Camden funding is guaranteed until 31 December 2014.
- A further payment of £20,000 is to be received from Henry Smith Charity in 2014/2015
- The remainder of the above funding is given on a one-off basis.

**Notes to the financial statements  
for the year ended 31 March 2014**

**5. Resources expended**

Resources expended represents the following direct and apportioned costs:

	<b>Costs of generating voluntary income £</b>	<b>Charitable activities £</b>	<b>Govern- ance costs £</b>	<b>2014 Total £</b>	<b>2013 Total £</b>
Staff costs	2,399	106,627	800	109,826	104,277
Production costs:					
Artist fees	-	69,374	-	69,374	56,161
Support workers	-	2,660	-	2,660	2,195
Consultants	4,500	-	-	4,500	-
Venue hire	-	23,086	-	23,086	18,119
Exhibitions and events	-	8,323	-	8,323	6,244
Art materials and equipment	-	8,510	-	8,510	8,632
Other production costs	-	4,588	-	4,588	3,764
Publicity	-	1,678	-	1,678	686
Office running costs	83	3,932	124	4,139	4,071
Accountancy	-	958	107	1,065	1,305
Independent Examiner fee	-	-	1,320	1,320	1,389
Rent and services	-	10,530	-	10,530	9,785
Depreciation	-	-	-	-	-
Sundry expenditure	-	1,457	348	1,805	2,407
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>£ 6,982</b>	<b>£ 241,723</b>	<b>£ 2,699</b>	<b>£ 251,404</b>	<b>£ 219,035</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**Notes to the financial statements  
for the year ended 31 March 2014**

**6. Tangible fixed assets**

	Office equipment £	Art equipment £	Total £
<b>Cost:</b>			
At 1 April 2013	11,644	4,247	15,891
Additions	-	-	-
Disposals	-	-	-
	-----	-----	-----
<b>At 31 March 2014</b>	<b>11,644</b>	<b>4,247</b>	<b>15,891</b>
	-----	-----	-----
<b>Depreciation:</b>			
At 1 April 2013	11,643	4,246	15,889
Adjustment on disposal	-	-	-
Charge for year	-	-	-
	-----	-----	-----
<b>At 31 March 2014</b>	<b>11,643</b>	<b>4,246</b>	<b>15,889</b>
	-----	-----	-----
<b>Net book values:</b>			
<b>At 31 March 2014</b>	<b>£ 1</b>	<b>£ 1</b>	<b>£ 2</b>
	-----	-----	-----
<i>At 31 March 2013</i>	<i>£ 1</i>	<i>£ 1</i>	<i>£ 2</i>
	-----	-----	-----

**Notes to the financial statements  
for the year ended 31 March 2014**

<b>7. Debtors</b>	<b>2014</b>	<b>2013</b>		
	<b>£</b>	<b>£</b>		
<b>Due within one year:</b>				
Prepayments	69	950		
Other debtors	8,000	5,385		
	<hr/>	<hr/>		
	<b>£ 8,069</b>	<b>£ 6,335</b>		
	<hr/>	<hr/>		
 <b>8. Creditors</b>	 <b>2014</b>	 <b>2013</b>		
	 <b>£</b>	 <b>£</b>		
<b>Amounts falling due within one year:</b>				
Trade creditors	10,640	8,815		
Taxation and Social Security	2,380	-		
Other creditors and accruals	14,126	11,160		
	<hr/>	<hr/>		
	<b>£ 27,146</b>	<b>£ 19,975</b>		
	<hr/>	<hr/>		
 <b>9. Analysis of net assets between funds</b>				
	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total</b>
	<b>funds</b>	<b>funds</b>	<b>funds</b>	<b>funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	2	-	-	2
Current assets	32,232	140,000	5,012	177,244
Creditors: amounts falling due within one year	(27,146)	-	-	(27,146)
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total net assets</b>	<b>£ 5,088</b>	<b>£ 140,000</b>	<b>£ 5,012</b>	<b>£150,100</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**Notes to the financial statements  
for the year ended 31 March 2014**

**10. Movement in funds**

	At 1 April 2013 £	Incoming £	Outgoing £	Transfers between funds £	At 31 March 2014 £
<b>Restricted Funds:</b>					
Cockpit Arts Studio Projects	-	19,078	(19,078)	-	-
Voltaire Studio Projects	-	21,404	(21,404)	-	-
Independence Through Art (CLIF)	6,690	7,755	(14,445)	-	-
Pastoral Care	61	22,000	(22,001)	-	60
Programme Director salary	-	34,000	(34,000)	-	-
Complex Needs Projects	7,158	8,000	(10,206)	-	4,952
Reaching Communities	-	14,768	(14,768)	-	-
Heritage Tour of Tooting	-	7,873	(7,873)	-	-
Project Equipment	414	-	(414)	-	-
<b>Total restricted funds</b>	<b>14,323</b>	<b>134,878</b>	<b>(144,189)</b>	<b>-</b>	<b>5,012</b>
<b>Unrestricted funds:</b>					
<b>Designated Funds:</b>					
Towards four month's running costs	74,000	-	-	1,000	75,000
Development Fund	24,129	-	-	871	25,000
Studio Enhancement Fund	-	-	-	15,000	15,000
HR Contingency Fund	-	-	-	25,000	25,000
<b>Total Designated Funds</b>	<b>98,129</b>	<b>-</b>	<b>-</b>	<b>41,871</b>	<b>140,000</b>
General funds	12,064	142,110	(107,215)	(41,871)	5,088
<b>Total unrestricted funds</b>	<b>110,193</b>	<b>142,110</b>	<b>(107,215)</b>	<b>-</b>	<b>145,088</b>
<b>Total funds</b>	<b>£ 124,516</b>	<b>£ 276,988</b>	<b>£ (251,404)</b>	<b>£ -</b>	<b>£ 150,100</b>



**Restricted Funds**

Balances on restricted funds are to be carried forward into the new financial year and used to fulfill contractual obligations and to finance the specific projects and programmes in line with the terms and conditions of the funding.

**Designated Funds**

**Development Fund** to support our planned expansion programme and in particular new studio activities in Newham.

**Studio Enhancement Fund** to enable us to improve the facilities and equipment available to our artists at our existing studios.

**HR Contingency Fund** to support any staffing changes and a review of terms and conditions in line with our development strategy as well as providing contingency for long-term cover.