

COMMUNITY ARTS NORTH WEST LIMITED

(LIMITED BY GUARANTEE)

COMPANY NO. 1400213

CHARITY NO. 277135

REPORT AND ACCOUNTS

YEAR ENDED 31ST MARCH 2002



COMMUNITY ARTS NORTH WEST LIMITED

CHARITY NO. 277135

DIRECTORS' AND TRUSTEES' REPORT

YEAR ENDED 31ST MARCH 2002

Status

Community Arts North West Limited is a company Limited by guarantee and registered under the Companies Act 1985, registration number 1400213. It is a registered charity, charity number 277135.

Activities and objects

The company was established to improve the conditions of life in local communities in the North West of England by encouraging inhabitants to participate fully in a wide range of creative artistic activities with the assistance of the company acting in association with local authorities and voluntary groups.

Organisation

The charity is governed by its Council which consists of not less than two and not more than fifteen Trustee members.

The Council is responsible for formulating the strategy for the charity including the approval of budgets and the exercising of financial controls through regular financial reporting.

Directors

The directors during the year were:

T. Adesanya	E. Hill (resigned)
S. Bowen	M. Hood
H. Caplan	T. Patel
R. Finlayson - Secretary	D. Peters
S. Fletcher - Chair	A. Ronan (resigned)
M. Hazelhurst - Treasurer	P. Williams

Directors' 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 company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


Chair

COMMUNITY ARTS NORTH WEST LIMITED

CHARITY NO. 277135

DIRECTORS' AND TRUSTEES' REPORT

YEAR ENDED 31ST MARCH 2002

Review of development, activities and achievements

This year has been a year of change for CAN, with a fantastic array of work and new members of staff on board. Everyone has worked extremely hard.

In total, the company ran 325 sessions in Manchester, Greater Manchester and other parts of the region. We employed 51 free lance artists, worked with 1,501 participants, and presented work to audiences totalling 3,861.

Highlights of the year include the vibrant Youth Mehfill finale at the Contact, where many young Asian people from Manchester and Oldham came together to share and celebrate their work.

Broken Planet also represented a real development of our work with The Big Issue in the North. Naked Sub Culture devised and performed their new show - Broken Planet at Contact in Manchester, The Unity in Liverpool and the Merlin Theatre in Sheffield.

CAN still is able to offer free information and advice to community groups and individuals. In particular CAN is seen as an agency for artists and plays a key role in supporting artists into employment and futures either through our own programmes, access to training, support and development and/or referral to other organisations looking for artists.

We are delighted to welcome the new chair of CAN - Sue Fletcher, but would like to join in with all the staff and management board to thank the retiring Mike Hood who has given tremendous service to this company. We are pleased that Mike has agreed to stay on the board as a director.

CAN's "earned income", non-revenue funding in 01/02 represented 52% of overall running costs. At the close of March 2002 CAN has managed to clear the accumulated deficit of £3,211.

CAN would like to thank all our funders, in particular Manchester City Council and North West Arts Board who continue to believe in supporting the arts of communities.

Risks

The directors have identified the risks that the charity may be exposed to in the next financial year and have established strategies to mitigate those risks.

Financial results and Reserves

Income has decreased to £188,096 (2001 - £209,809)

Expenditure has decreased to £177,952 (2001 - £226,579)

Net Incoming/(Outgoing) Resources for the year are £10,144 (2001 - £(16,770))

Unrestricted funds are £5,244 and the directors consider this level appropriate to the charity's current needs for the effective financial management of its activities at their present level.

Auditors

The auditors, De La Wyche Travis & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies.

BY ORDER OF THE BOARD

1st October 2002

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

COMMUNITY ARTS NORTH WEST LIMITED

CHARITY NO. 277135

We have audited the financial statements of Community Arts North West Limited for the year ended 31st March 2002 on pages 4 to 8. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 6.

Respective responsibilities of directors and auditors

As described in the Directors' Report, the directors who also act as trustees for the charitable activities of the company are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the charity as at 31st March 2002 and of its incoming resources and application of resources, including its income and expenditure in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

De la Wyche Travis

DE LA WYCHE TRAVIS & CO.
Registered Auditors
Chartered Accountants
161 Slade Lane
Manchester
M19 2AF

1st October 2002

COMMUNITY ARTS NORTH WEST LIMITED

CHARITY NO. 277135

STATEMENT OF FINANCIAL ACTIVITIES (including INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31ST MARCH 2002

	Notes	Unrestricted Funds £	Restricted Funds £	2002 £	2001 £
Incoming resources					
Donations and similar income:					
North West Arts Board		49,650	-	49,650	48,204
NWAB Contingency		-	9,237	9,237	-
Manchester City Council		30,600	-	30,600	30,000
Activities to further the charity's objects:					
European Fund (ESF)		-	-	-	22,750
Other grants & fees		46,400	71,740	118,140	108,855
Less deferred		-	(20,167)	(20,167)	-
Other income		636	-	636	-
Total incoming resources		<u>127,286</u>	<u>60,810</u>	<u>188,096</u>	<u>209,809</u>
Resources expended					
Costs of generating funds					
Advertising		581	-	581	309
Charitable expenditure					
Cost of activities in furtherance of the charity's objects	2	116,051	56,911	172,962	224,280
Management & administration	3	2,199	2,210	4,409	1,990
Total resources expended		<u>118,831</u>	<u>59,121</u>	<u>177,952</u>	<u>226,579</u>
Net income/expenditure for the year		8,455	1,689	10,144	(16,770)
Transfers between funds		-	-	-	-
Net movement in funds		<u>8,455</u>	<u>1,689</u>	<u>10,144</u>	<u>(16,770)</u>
Funds brought forward at 1st April 2001		<u>(3,211)</u>	-	<u>(3,211)</u>	13,559
Funds carried forward at 31st March 2002		<u>5,244</u>	<u>1,689</u>	<u>6,933</u>	<u>(3,211)</u>

The notes on pages 6 to 8 form part of these accounts.

COMMUNITY ARTS NORTH WEST LIMITED

CHARITY NO. 277135

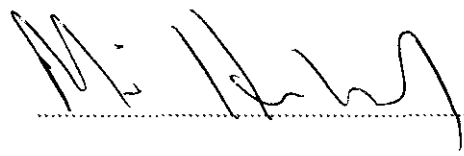
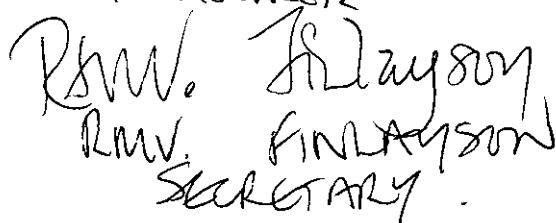
BALANCE SHEET AS AT 31ST MARCH 2002

	Notes	£	<u>2002</u>	£	<u>2001</u>	£
Fixed assets						
Tangible fixed assets	5		-		-	
Current assets						
Debtors	6	7,525		10,452		
Cash in Bank		30,527		-		
Cash in Hand		742		102		
		-----		-----		
		38,794		10,554		
Creditors: Amounts falling due within one year	7	(31,861)		(13,765)		
		-----		-----		
Net current assets/(liabilities)			6,933		(3,211)	
			-----		-----	
Net assets/(liabilities)			£ 6,933		£ (3,211)	
			=====		=====	
Represented by						
Unrestricted Funds			5,244		(3,211)	
Restricted Funds	9		1,689		-	
			-----		-----	
			£ 6,933		£ (3,211)	
			=====		=====	

The notes on pages 4 to 8 form part of these financial statements.

The financial statements, which have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies, were approved by the board of directors on:

1st October 2002


MARTIN HAZLEHURST
TREASURER

R.W. FINLAYSON
SECRETARY

COMMUNITY ARTS NORTH WEST LIMITED

CHARITY NO. 277135

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2002

1. Accounting policies

a) **Basis of Preparation of 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 June 2002), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

b) **Tangible Fixed Assets and Depreciation**

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their expected useful lives as follows.

Computer equipment - 100% straight line

c) **Taxation**

The company is not liable to taxation as it is a registered charity.

d) **Income and Expenditure**

Income and expenditure are included in the accounts on an accruals basis.

	<u>2002</u>	<u>2001</u>
	£	£
2. Cost of activities in furtherance of the charity's objects		
Staff Costs	60,244	65,253
Recruitment	2,689	-
Transport	1,147	2,484
Project Costs	82,244	117,526
Equipment & Depreciation	1,452	15,780
Printing, Postage, Stationery	3,911	3,057
Telephone	1,899	2,138
Training	191	466
Rent, Rates, Heat & Light	12,809	11,561
Repairs & Maintenance	1,593	2,664
Insurance	4,783	3,351
	<u>172,962</u>	<u>224,280</u>
3. Management and administration		
Audit	1,481	1,574
Bank charges	249	416
Professional Fees	2,679	-
	<u>4,409</u>	<u>1,990</u>

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NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2002

continued

4. Directors and staff costs

The directors did not receive any remuneration during the year. The average number of employees was 3 (2001 - 4).

	<u>2002</u>	<u>2001</u>
	<u>£</u>	<u>£</u>
Wages & Salaries	41,628	59,832
Social Security Costs	3,526	5,421
Temporary Workers	15,090	-
	<u>60,244</u>	<u>65,253</u>

5. Tangible fixed assets

	<u>Office Equipment</u>	
	<u>£</u>	
Cost		
Additions	823	
	<u>-----</u>	
At 31st March 2002	823	
	<u>-----</u>	
Depreciation		
Charge	823	
	<u>-----</u>	
At 31st March 2002	823	
	<u>-----</u>	
Net Book Values		
At 31st March 2002	-	
	<u>-----</u>	
At 31st March 2001	-	
	<u>-----</u>	
	<u>2002</u>	<u>2001</u>
	<u>£</u>	<u>£</u>
6. Debtors		
Due within one year:		
Telephone	-	9
Grants and Fees	7,525	10,443
	<u>-----</u>	<u>-----</u>
	<u>7,525</u>	<u>10,452</u>

COMMUNITY ARTS NORTH WEST LIMITED

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NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2002

continued

	<u>2002</u>	<u>2001</u>
	<u>£</u>	<u>£</u>
7. Creditors		
Due within one year:		
Bank Overdraft	-	6,115
Social Security and Other Taxes	408	1,803
Accruals	1,754	5,847
Trade Creditors	9,532	-
Deferred Income	20,167	-
	<u>31,861</u>	<u>13,765</u>

8. Share capital

The company is limited by guarantee and does not have a share capital. The liability of each member is limited to £1.

9. Restricted funds

	<u>Balance</u>			<u>Balance</u>
	<u>at</u>	<u>Income</u>	<u>Expenditure</u>	<u>at</u>
	<u>1 April 2001</u>	<u>£</u>	<u>£</u>	<u>31 March 2002</u>
	<u>£</u>			<u>£</u>
NWAB Contingency	-	9,237	9,237	-
Youth Mehfil Project	-	13,000	12,830	170
Urban Skies	-	173	173	-
Tameside M.B.C.	-	500	-	500
Rhythm of Life	-	37,900	36,881	1,019
	<u>-</u>	<u>60,810</u>	<u>59,121</u>	<u>1,689</u>

10. Analysis of net assets between funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Net Current Assets	5,244	1,689	6,933
	<u>5,244</u>	<u>1,689</u>	<u>6,933</u>