

# **Community Arts North West Ltd**



COMPANY LIMITED  
BY GUARANTEE  
REGISTRATION NO: 1400213  
CHARITY REGISTRATION NO: 277135

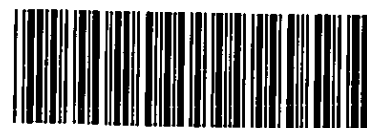
## **Annual Report**

**And**

## **Financial Statements**

**For the year ended 31 March 2013**

FRIDAY



\*A2HS8B10\*

A02

27/09/2013

#320

COMPANIES HOUSE

**COMMUNITY ARTS NORTH WEST LTD**  
**DIRECTORS' AND TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2013**

**CONTENTS**

• General Information	2
• Trustee's and Directors Report	3
• Auditors' Report	9
• Statement of Financial Activities	10
• Balance Sheet	11
• Notes to the Financial Statements	12

**COMMUNITY ARTS NORTH WEST LTD**  
**GENERAL INFORMATION**  
**YEAR ENDED 31 MARCH 2013**

TRUSTEES AND DIRECTORS

J McCarthy	Chair
J Wallace	Vice Chair
M Hazlehurst	Treasurer
Y Hepburn- Foster	
T Patel	
J Waters	
M Cunningham	
M Fellows	
A Govindarajah	
S Gbeleyi	
C Hall	(appointed 5 12 12)
S Lee-French	(appointed 5 12 12)

SECRETARY

A Bezer

REGISTERED OFFICE

Greenfish Resource Centre  
46-50 Oldham Street  
Manchester  
M4 1LE

AUDITORS

Chittenden Horley Limited  
Chartered Accountants and Statutory Auditors  
456 Chester Road  
Old Trafford  
Manchester M16 9HD

BANKERS

Cooperative Bank plc  
1 Balloon Street  
Manchester  
M60 4EP

SOLICITORS

Rowlands LLP  
3 York Street  
Manchester  
M2 2RW

OTHER KEY PEOPLE

Director and Chief Executive  
General Manager

P L Baynes  
A Bezer

**COMMUNITY ARTS NORTH WEST LTD**  
**DIRECTORS' AND TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2013**

The Directors and Trustees present their report for the year ended 31 March 2013

**Structure and Governance**

**Status**

Community Arts North West Limited (CAN) is a company limited by guarantee and registered under the Companies Act 1985, registration number 1400213. Its activities are governed by its memorandum and articles of association given at Companies House, Cardiff on 2 November 1978, incorporated 16 November 1978, as amended 16 November 1979 and 9 July 1980.

It is a registered charity, charity number 277135, registered 19 August 1980.

The directors volunteer for Community Arts North West and receive no remuneration for their services.

**Membership of Community Arts North West**

Membership of Community Arts North West comprises its employees, regularly-contracted freelance artists, and other people who have an interest in the aims and objectives of the Company. Membership is open to such persons that the Directors admit to the company. The current membership of Community Arts North West is 28 persons. Membership of the company may be terminated through a member giving notice in writing that he or she resigns, or upon a two-thirds majority of the directors giving him or her notice requiring him or her to resign, or upon death, becoming of unsound mind, or bankrupt.

**Appointment of Directors**

The policy of Community Arts North West Ltd is to advertise for new directors and appoint according to criteria set down in a job description and person specification. Directors may only be appointed from the membership of Community Arts North West.

The directors have the power of appointing new directors at quarterly management committee meetings. New directors are then confirmed in their posts at the next annual general meeting. Directors retire after three years' service at the annual general meeting and may stand for re-election at that meeting. Directors receive a written induction which contains a summary of their legal status and responsibilities, CAN's memorandum and articles of association and the most recent business plan and annual report, including audited accounts.

The Board of Trustees usually meets four times per year.

Directors delegate operational management of CAN to the Chief Executive, monitoring activity quarterly at management committee meetings, and undertaking line-management of the Chief Executive. The trustees reserve the right to make long-term strategic decisions, concerning the mission, aims and objectives of the company.

**Statement of the review of risks**

The charity receives the majority of its income as grants from public bodies, trusts and foundations, and has secured core funding from Arts Council England for the three years 2012-15 as a National Portfolio Organisation. CAN also has continued support from Manchester City Council 2012-2015 as a Cultural Strategy Partner which contributes towards core activity, principally core salaries and accommodation costs.

The charity is highly reliant on the continuing support of grant-awarding bodies and trusts and foundations and is aware that this funding may suffer a downturn in light of the current economic crisis. Although a proportion of income is assured until March 2015, the charity is attempting to mitigate this risk by maximising its potential to find new sources of income.

The charity is highly dependent on the skills and expertise of a small number of senior staff, so that the departure or sickness of senior staff would present difficulties for the charity. The personal development of this team is of paramount importance to CAN and the retention of the highly skilled and knowledgeable staff. The charity aims to mitigate this risk by a formal system of appraisal of all staff, identifying their professional wants and needs.

**Volunteers**

Community Arts North West is grateful to the volunteers who work with the company. In addition to the work undertaken voluntarily by the board of directors, volunteers work to aid the operational activity of the charity as stewards at events, volunteer artists on specific projects, performers at events and as general support for within the charity's office, helping with activities such as mail-outs. There were 32 volunteering opportunities in addition to the activity of the board in 2012-13.

**Objects and Activities**

**CAN's 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 artists, local authorities and voluntary groups.

**COMMUNITY ARTS NORTH WEST LTD**  
**DIRECTORS' AND TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2013**

CAN's current mission states that it is passionate about supporting diverse communities and artists in Greater Manchester to develop high quality, meaningful participatory arts projects. Working in partnership with communities, artists, cultural agencies and the voluntary sector, the company encourages, develops, produces and promotes cultural programmes of work with people who are excluded or on the fringes of mainstream society. This object aims to promote creativity, self-expression, self-confidence and progression within participants and promote social cohesion.

Public benefit

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. The charity relies on grants and the income from fees and charges to cover its operating costs. In setting the level of fees, and charges the trustees give consideration to the accessibility to activities for those on low income.

Analysis of Public Benefit

The types of benefit that these objects promote are to

- Advance participation in and therefore advance appreciation of beneficiaries in a variety of artistic forms, including drama, dance, music making, crafts and digital arts,
- Provide educational opportunities for beneficiaries through specific training programmes and by participation in artistic activities,
- Facilitate social integration and cohesion by providing opportunities for people from different backgrounds to participate in artistic activities together, fostering a better understanding of each other's cultures

CAN's activity may occasionally affect the environment, brought about mainly through transportation of people and goods and environmental control of occupying buildings. CAN undertakes to minimise its environmental load as much as possible, primarily through its association with The Ethical Property Company (EPC) who are its landlord. EPC aims to minimise environmental damage caused by its activities. Programmes of activity are open to the general public, but beneficiaries of CAN's services are usually resident within the North West Region of England and usually live within the ten boroughs of Greater Manchester. CAN offers a free service to its beneficiaries and actively seeks to engage with people on the margins of mainstream society. Many of these beneficiaries live in poverty and are subject to the stresses and pressures associated with this status.

**Achievements and Performance 2012-2013**

Manchester Day Parade- Junk Jam

CAN took part once again in this year's Manchester day parade in partnership with Global Grooves, named Junk Jam. Junk Jam aimed to capture the spirit of ingenuity of Manchester's communities, combined with the indomitable spirit of Brazilian Carnival which again, encapsulates a powerful expression of human ingenuity and cooperation bringing together some of the poorest communities through music, art and creativity to provide a vehicle for social change and community development. Over the entire project, there were a total of 200 participants aged 6-60+, from a range of backgrounds. The Exodus element engaged with 18 asylum seeking women from Congo, Iran, Pakistan, Nigeria, Eritrea, Sudan and Zimbabwe, most of whom were Boaz Trust service users. These women led the day parade through the streets of Manchester.

Big Writing for a Small World

Big Writing for a Small World was a partnership project with English PEN, a London based charity working to promote literature and human rights. The idea behind this project was to create a mini writer in residency programme to be hosted by refugee centres across the country. The project aimed to enable refugees and asylum seekers to write short pieces towards a book which was launched nationally. Responding to the initial call out for organisations which was distributed via the BME Support Network, CAN offered to host the Manchester-based workshops due to its links with refugee and asylum seeker writers (developed through the partnership with Speakeasy) and its central location. Fifteen people attended and the work was published through English Pen nationally. A launch and reading was held at the Nexus Café in central Manchester.

Hearts Core (Refugee Women's Theatre project)

The programme started in January 2013 with sessions taking place at Central Methodist Hall. The programme has 70 women registered with approximately 30 to 45 women in attendance at each session since the programme launch in January. This far exceeds original target of 20 to 25. The group work on developing narratives including myths, folkloric stories and other narratives they wish to share through singing, drama, movement and digital formats. The final performances took place at Z Arts Centre on 15th June 2013 as part of Refugee week.

**COMMUNITY ARTS NORTH WEST LTD**  
**DIRECTORS' AND TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2013**

Exodus Live Manchester International Roots Orchestra

Manchester International Roots Orchestra is a unique new ensemble of musicians with roots from across the world based in Manchester working with equally diverse international students from the RNCM their repertoire weaves together musical influences from Eastern Europe, the Middle East, South Asia and Africa, embracing rap, classical and jazz along the way. Musicians are from countries as diverse as Angola, Iran, DR Congo, Rwanda, Sierra Leone, Nigeria, the Caribbean, Pakistan, Greece, Ukraine, China, Germany and Romania. The Orchestra also includes people of Kurdish, Jewish and white British heritage. 27 musicians registered for this programme with workshops averaging 18 plus. There are 6 RNCM student orchestra members. The first performance will take place in June 2013.

Exodus Live Bury Met Event

CAN was approached by Bury Met to organise a night of world music for 'fair-trade fortnight'. A fantastic night with performances from *Beating Wing Orchestra*, *Satellite State Disko* who mix bawdy Slavic drinking songs, Ottoman choral and Nomad Ska, and Afro-Fusion from Zimbabwean *Heritage Survival*.

Global Links Training day in partnership with CAN

The training in March 2013 was delivered by Global Link targeted at artists with global practice working in the school's curriculum. The free training course was aimed to develop the capacity of artists with roots in the Global South (i.e. Africa, Asia and Latin America) to work in schools and the wider community.

*Key learning outcomes included*

- Understanding of the 8 key concepts of the global dimension, including sustainable development, diversity, conflict resolution, human rights, values and perceptions, and global interdependence and citizenship
- Gain knowledge of working in schools from experienced artists and educators
- Understanding of how to address the 8 key concepts of the global dimension through particular art forms

The training day was attended by 15 people, many of whom had come through CAN networks. 4 North West based refugee artists attended learning valuable skills to enable them to run workshops in schools.

Youth Arts Programmes

The Machine Speaks

From April to July 2012, a total of 30 young people came together from across Manchester, to create *The Machine Speaks*, a process-driven project inspired by E M Forster's short story *The Machine Stops*. Over 10 weeks the young people explored ideas using a diverse range of media to create imaginative personifications of *The Machine* and what it would say if it could speak in 21<sup>st</sup> century Britain's North of England. Using digital-media including film and animation, drama, movement and dance, urban music including MCing, Rap, free-style, Beat box and song, with beats and melody created through live instruments and computers, and interactive live technologies, *The Machine Speaks* was a unique, ambitious and intensely creative event that astounded both audiences and participants. The final performances took place over two days on Friday 22nd and Saturday 23rd June 2012 at Z-Arts.

Fusion

CAN worked with the Rafiki Youth Project, set up by Wigan MBC Youth Service to provide a safe alternative space for young people from a refugee and minority ethnic background. CAN have been working with Rafiki since 2003 which has been among our priorities throughout the Exodus programme. The Kamosi group recently set up by Wigan Youth Service and based in Leigh for new European migrant communities is well attended by mostly Roma young people from Slovakia. The group activity took place with separate Girls and Boys groups.

A new programme of work with all three groups starting in February, culminated in a performance event at the Turnpike Centre in Leigh Library on May 16<sup>th</sup> 2012. The final performance 'Fusion', featured a strong magazine-style music, dance, dialogue/spoken word and visual imagery project with narratives around identity/culture and history, mixing English with mother tongue. Of particular note was the involvement of the Roma groups who were able to develop work that celebrated their culture and language often fused with other genres such as Hip Hop and often in mixed groups of young people.

Youth Arts programmes The Machine Speaks to Rafiki Kamosi, Truth About Youth Festival, Royal Exchange

This was a partnership project with the Royal Exchange's *Truth About Youth* Festival sponsored over 2 years by The Cooperative Foundation. The Festival ran for 2 weeks in July and featured a wide range of new works from young people's groups.

The idea was to bring together young people from the Rafiki/Kamosi and the Machine Speaks groups to work together to adapt pieces of their work as well as create new pieces, for a special one off performance to be performed in the spaces and places of the Great Hall of the Royal Exchange Theatre. This was a highly creative and exciting exercise working with the young people from our youth arts programmes at a stage where they had built confidence and material through already performing their work. The piece was well received and CAN's youth programmes have been invited to perform again in the 2013 festival.

Kamosi Youth Group Wigan, A Message from Žarko

CAN worked in partnership with Wigan's Voice and Engagement Team with 30 young people from Kamosi group consisting of Roma, Czech Republic, Slovak and African communities over 19 sessions from February -April 2013 to create *Message From Žarko* - a celebration for International Roma Day at Leigh Miners Club.

**COMMUNITY ARTS NORTH WEST LTD**  
**DIRECTORS' AND TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2013**

This production focused on exploring traditional cultures and identity, past, present and future through a mixture of Dance, Drama, Music, Singing and Rapping that culminated in a performance on 8<sup>th</sup> April 2013 International Roma Day at Leigh Miners Club a venue in the heart of the community

Hear me Now-Manchester Youth Programme - Re scape

The Manchester programme for 2012-13 is working with 44 young people aged 11-18 from 9 boroughs. The group also includes young people from last year's *The Machine Speaks*. The concept for *Re scape* was created through consultation with young people from last year's production and evaluation. The young people from our outreach sessions will take the ideas and use lyrical & poetry writing, drama, digital media and voice recording, beat boxing, rapping and creative movement workshops to develop the production creatively. The final production will take place in May 2013.

Strategic Work

Platforma - North West Hub and National Festival

CAN run the Northwest hub of the Platforma arts and refugee network which supports and develops arts by and about refugees. It brings together groups and artists of any background or political status (e.g. refugees and non-refugees), whose work examines the varied experiences of refugees both before and after they arrived and settled in their host country. The main elements of the project are the website and two national events (in 2011 and 2013) in different ways of bringing together, showcasing and promoting the work of relevant agencies and artists. Platforma is developed in partnership between Counterpoints Arts (formerly Partnership for Arts and Refugees, including Refugee Week) and Oval House Theatre, and is supported by The Baring Foundation and Arts Council England. Between July 2012 and May 2013, we provided benefits to 64 artists and 88 organisational contacts and 56 profiles are now on the North West hub web page.

CAN has held three regional network meetings attended by a total of 25 different artists and 37 organisational contacts. The first meeting in September featured a Grants for the Arts briefing and individual advice surgeries for Platforma artists and organisations. The second meeting in March 2013 involved a discussion of plans for the Platforma Festival and was attended by 34 people who have booked for this session so far. The third session in May 2013 was an update about the Festival and plans for Refugee Week. 17 artists have successfully gained paid work through Platforma or new links with organisations in the region and beyond.

2013 Platforma Festival

CAN will be co-hosting the festival in partnership with Counterpoint Arts. We have secured Manchester University as our partner for the main two day conference, with events to take place at the Martin Harris Centre and Manchester Museum. We have circulated information to the North West hub about how they can participate and have supported them to put forward a wide range of proposals for the Festival. As a result, initial programming plans indicate that there will be a really strong North West presence at both the Platforma Festival and Fringe.

Sustained Theatre

CAN's Director is involved in the strategic development of this space which will greatly enhance sector needs and is a member of the steering group. STUN have now successfully secured £836,000 from ACE national office for its spaces capital programme based at ZArts to re-develop parts of the building with a new performance theatre studio, new creative hub of offices and improvements for disabled people.

Artist Development Programme

Our volunteer programmes aim to provide quality access to experience and development for our target sector through a variety of different project placements ranging from more in depth placements where people have an opportunity to work on a project from start to finish through to being able to support time restricted specific inputs. 44 volunteer placements to date have been successfully placed. 16 placements have been quality based and provided in-depth learning opportunities whilst 13 volunteers have been involved on time specific projects for the youth programme and 15 artists supported with training from Global Link and support with Grants for the Arts applications.

CAN Information Services

- Artsnet Twitter-6745 followers
- CAN Twitter stream-1942 followers
- Artsnet Facebook group-1300
- Exodus Facebook Fan page-1062 members
- 100% of CAN's video archive is now online on YouTube or Vimeo and as video for each new project is ready it is immediately put online and share via social networks
- CAN Google group membership-645
- CAN Programmes photos on Flickr-1350
- CAN Facebook page-225 likes

**COMMUNITY ARTS NORTH WEST LTD**  
**DIRECTORS' AND TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2013**

**CAN WEBSITE STATS** In the 2012/13 financial year, the CAN website was visited 11,897 times by 8,160 unique visitors who spent on average 2 minutes 18 seconds. Of these, 66.84% were new visitors & 33.16% had visited previously.

- 42% visits arrived via a Google search
- 24% came from typing CAN's web address directly into the navigation toolbar
- 5% arrived via Facebook
- 3% arrived via the arts jobs website
- 3% arrived via the Stage jobs pro website
- 2.5% arrived via Twitter

Principal Funding Sources

Community Arts North West was grateful to receive financial resources from the following sources in 2012-13 who supported specific project activity

BBC Children in Need	£24,989
Lloyds TSB Foundation for England & Wales	£10,000
The Granada Foundation	£2,000
The Lankelly Chase Foundation	£11,500
Platforma Conference	£3,000
Platforma Hub	£4,900
Wigan Youth Fund	£4,000
Heritage Lottery Fund	£28,800

In addition the charity received revenue funding from the following sources

Arts Council England North West	£190,000
Manchester City Council	£36,529

Plans for 2012-2013

- **Exodus** We will take the very best of the *Exodus* Programme forward through the on-going development of work with refugees and asylum-seekers and local host communities
- **Young People** we will deliver annual programmes based in Manchester and Wigan over three years
- **Media Arts** We will expand and develop our Digital Arts Programmes and resources taking it up to the next level
- **New Programmes** We will diversify CAN's portfolio through the development of new programmes with other diverse communities in Greater Manchester
- **Artist Development Programmes** A range of programmes targeting both established and mid-career and emerging artists
- **Online Information Services** CAN's online information service, now mainly focuses on supporting CAN's programme of work, through our web pages and social networking sites. We will however continue the CAN Google group, Artsnet face book and twitter pages which have large user groups
- **Strategic Programmes** CAN will continue to work with a range of strategic partnerships, including Platforma, Sustained Theatre, CPAL and other potential new programmes

Financial results and Reserves

Income has increased to £322,176 (2012 - £260,594)

Expenditure has increased to £263,194 (2012 - £245,408)

Net Incoming/ (Outgoing) resources for the year are £58,982 (2012 - £15,186)

Free reserves (unrestricted funds not invested in fixed assets or otherwise designated) are £60,151 at the year end

Reserves Policy

The reserves policy has been established to ensure that the company can undertake its core activities for thirteen weeks should all other sources of income cease, covering the redundancy period of non - project funded employees. In order to prosecute this policy, the charity estimates that it needs free reserves of £60,000. The charity currently has free reserves of £60,151 and a designated reserve of £40,000.

The designated reserve has £20,000 carried forward to support the artistic programme in early 2013-2014 and in addition the board have agreed up to £20,000 of the free reserve to be used in 2013-2014 for maternity cover estimated at £14,942 for the Exodus Theatre Producer and £5,000 to update equipment in the digital lab as required.

**COMMUNITY ARTS NORTH WEST LTD**  
**DIRECTORS' AND TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2013**

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 the Company and of the surplus or deficit of the Company for that period. In preparing those financial statements the Directors have -

- selected suitable accounting policies and applied them consistently
- made judgements and estimates that are reasonable and prudent
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepared the financial statements on the going concern basis

The Directors are responsible for keeping 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 2006. They are also responsible for safeguarding the assets of the Company and hence for taking steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware

- There is no relevant audit information of which the company's auditors are unaware, and
- The directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Trustees' Expenses

In 2012-13 none of the board claimed expenses. (In 2011-12 the amount of expenses claimed by trustees was £50.92, three trustees claimed expenses)

Auditors

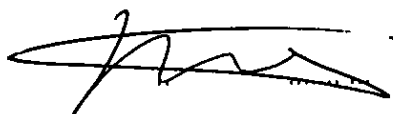
Chittenden Horley Limited have indicated their willingness to accept re-appointment.

Small Company Provisions

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

Approved by the directors and signed on their behalf by

Julie McCarthy



Date 9/9/13

Julie McCarthy

Director

## **INDEPENDENT AUDITORS' REPORT**

### **TO THE MEMBERS OF COMMUNITY ARTS NORTH WEST**

#### **FOR THE YEAR ENDED MARCH 31 2013**

We have audited the financial statements of Community Arts Northwest for the year ended March 31 2013 which comprise (the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities)

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement, set out in the Trustees Annual Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at March 31 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities), and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

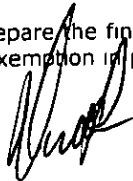
In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.

Peter Smith – Senior Statutory Auditor  
For and on behalf of



Chittenden Horley Limited  
Chartered Accountants & Statutory Auditors

456 Chester Road  
Old Trafford  
Manchester  
M16 9HD

Date 26/9/13



**COMMUNITY ARTS NORTH WEST LTD**

**STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)**

**FOR THE YEAR ENDED 31 MARCH 2013**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income - Grants & donation	2	226,529	-	<b>226,529</b>	192,232
<i>Activities for generating funds</i>					
Other income	3	1,361	-	<b>1,361</b>	192
Bank interest		307	-	<b>307</b>	251
<b>Incoming resources from charitable activities:</b>					
Revenue grants	4	-	81,289	<b>81,289</b>	58,169
Other unrestricted income	5	12,690	-	<b>12,690</b>	9,750
<b>TOTAL INCOMING RESOURCES</b>		<u>240,887</u>	<u>81,289</u>	<u><b>322,176</b></u>	<u>260,594</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities.	6	207,149	46,452	<b>253,601</b>	234,327
Governance costs	7	9,593	-	<b>9,593</b>	11,081
<b>TOTAL EXPENDITURE</b>		<u>216,742</u>	<u>46,452</u>	<u><b>263,194</b></u>	<u>245,408</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
(net expenditure for the period)		24,145	34,837	<b>58,982</b>	15,186
<b>FUND BALANCES BROUGHT FORWARD</b>		81,396	28,318	<b>109,714</b>	94,528
<b>FUND BALANCES CARRIED FORWARD</b>		<u>105,541</u>	<u>63,155</u>	<u><b>168,696</b></u>	<u>109,714</u>

The Company had no recognised gains or losses other than those shown above

The notes on pages 12 to 17 form part of these financial statements

**COMMUNITY ARTS NORTH WEST LTD**  
**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 MARCH 2013**

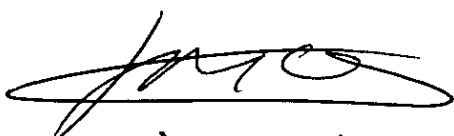
	Notes	2013 £	2013 £	2012 £	2012 £
<b>FIXED ASSETS</b>					
Tangible Assets	10		5,390		2,892
<b>CURRENT ASSETS</b>					
Debtors	11	13,190		14,663	
Cash at Bank and in Hand		<u>175,607</u>		<u>107,885</u>	
		188,797		122,548	
<b>CREDITORS</b>					
Amounts falling due in one year	12	<u>25,491</u>		<u>15,726</u>	
<b>NET CURRENT ASSETS / (LIABILITIES)</b>			<u>163,306</u>		<u>106,822</u>
<b>NET ASSETS</b>			<u>168,696</u>		<u>109,714</u>
<b>FUNDS</b>					
Unrestricted	13		105,541		81,396
Restricted	13		<u>63,155</u>		<u>28,318</u>
<b>TOTAL FUNDS</b>			<u>168,696</u>		<u>109,714</u>

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

The notes on pages 12 to 17 form part of these financial statements

These financial statements were approved by the directors and authorised for issue on - 9/9/13

and are signed on their behalf by

  
DIRECTOR JULIE MCCARTHY

Company number 1400213

**COMMUNITY ARTS NORTH WEST LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

**1 ACCOUNTING POLICIES**

Basis of Preparation of Financial Statements

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

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements

Incoming Resources

Income, including grants, is recognised in the accounting period in which it is receivable, except in the following circumstances, when the income is deferred and included in creditors

- The income relates to a future accounting period
- A sales invoice has been raised ahead of the work being carried out and there is no contractual entitlement to the income until the work has been done
- Not all the terms and conditions of the grant have been met, including the incurring of expenditure and the grant conditions are such that unspent grant must be refunded

Income includes grants in respect of revenue and capital items

Grants received in respect of capital expenditure are treated as restricted funds and included in incoming resources in the year of receipt. Once the related assets have been acquired the grant is transferred to unrestricted funds unless there are continuing restrictions over their use or disposal

Where such restrictions apply, the grant remains in restricted funds and in so far as the conditions are being met and the grant is unlikely to be repayable, the related depreciation is charged against the restricted fund each year

Expenditure

Costs are defined as follows

Charitable expenditure

The costs delivering the charitable activities

Governance costs

The costs associated with meeting the constitutional and statutory requirements of the charity and include fees for external scrutiny of the accounts and costs linked to the strategic management of the charity

All costs are allocated between expenditure categories of the SoFA on a basis designed to reflect the use of resources

The charity is not registered for VAT and, where applicable, costs are stated inclusive of the VAT incurred

Fixed assets and Depreciation

Assets costing less than £500, and not forming part of a series of related purchases, are not capitalised but written off as revenue expenditure in the year of acquisition. Other assets are capitalised and depreciated over their useful lives

Depreciation is provided on the cost or valuation of tangible fixed assets in order to write off the cost or valuation after taking account of scrap values over their expected useful lives as follows -

Furniture and Equipment - 25% straight line

Taxation

The company is a registered charity and entitled to claim the annual exemption from UK corporation tax

**COMMUNITY ARTS NORTH WEST LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

**2 DONATIONS AND GRANTS**

	Deferred b/f £	Received £	Deferred c/f £	Total 2013 £	Total 2012 £
Core grants					
ACE North West	-	190,000	-	190,000	150,147
Manchester City council	-	36,529	-	36,529	42,085
	-	226,529	-	226,529	192,232

**3 OTHER INCOME FROM ACTIVITIES TO GENERATE FUNDS**

Office rental and workshops	-	1,361	-	1,361	192
	-	1,361	-	1,361	192

**4 REVENUE GRANTS**

**Restricted income:**

AGMA	-	-	-	-	15,000
Community Network for Manchester	-	-	-	-	3,597
The Granada Foundation	-	2,000	-	2,000	-
ACE NW	-	-	-	-	-
BBC Children in Need	-	24,989	-	24,989	24,262
Lloyds TSB Foundation England & Wales	-	10,000	-	10,000	-
The Lankelly Chase Foundation	-	11,500	-	11,500	11,500
Heritage Lottery Fund	-	28,800	-	28,800	-
Decibel ACE	-	-	-	-	2,610
PRS for Music Foundation	-	-	-	-	1,200
Wigan Youth Programme	-	4,000	-	4,000	-
	-	81,289	-	81,289	58,169

**5 OTHER UNRESTRICTED INCOME**

Fee Invoices	-	12,452	-	12,452	9,750
Platforma	-	7,900	(7,662)	238	-
	-	20,352	(7,662)	12,690	9,750

**COMMUNITY ARTS NORTH WEST LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

**6 ANALYSIS OF CHARITABLE EXPENDITURE**

	Unrestricted	Restricted	TOTAL 2013	TOTAL 2012
	£	£	£	£
<b>Direct costs:</b>				
Staff costs	135,222	985	<b>136,207</b>	131,991
Freelance workers	8,612	-	<b>8,612</b>	20,198
Transport & travel	1,289	-	<b>1,289</b>	1,057
Project costs	17,951	37,468	<b>55,419</b>	25,990
Equipment & depreciation	1,830		<b>1,830</b>	1,797
<b>Support costs:</b>				
Printing, postage & stationery	3,699	-	<b>3,699</b>	6,552
Telephone & internet	956	-	<b>956</b>	632
Training	126	-	<b>126</b>	1,190
Rent, rates, heat and light	31,311	-	<b>31,311</b>	32,085
Repairs & maintenance	6,956	-	<b>6,956</b>	4,191
Insurance	5,006	-	<b>5,006</b>	7,389
Bank charges	94	-	<b>94</b>	93
Miscellaneous	2,096	-	<b>2,096</b>	1,162
Support costs charged to restricted funds	(7,999)	7,999	-	-
	<u>207,149</u>	<u>46,452</u>	<u><b>253,601</b></u>	<u>234,327</u>

**7 GOVERNANCE COSTS**

	2013	2012
	£	£
Staff costs	<b>4,902</b>	4,834
Printing, postage & stationery	<b>143</b>	345
Telephone & internet	<b>45</b>	33
Rent, rates, heat and light	<b>1,648</b>	1,688
Insurance	<b>238</b>	389
Trustees' expenses	-	36
Audit fees - Chittenden Horley	<u><b>2,617</b></u>	<u>3,756</u>
	<u><b>9,593</b></u>	<u>11,081</u>

**8 STAFF COSTS**

Salaries	<b>126,546</b>	122,413
Social security costs	<b>12,132</b>	12,386
Company Pension Scheme	<u><b>2,431</b></u>	<u>2,026</u>
	<u><b>141,109</b></u>	<u>136,825</u>

The average number of employees (excluding directors) was 6 (2012- 5 )

**COMMUNITY ARTS NORTH WEST LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

**9 NET INCOMING RESOURCES BEFORE TRANSFERS**

	£	£
This is stated after charging		
Auditors remuneration -		
Audit fees	2,617	3,756
Depreciation of other fixed assets	1,830	1,797
Trustees expenses	-	36
	<u>0</u>	<u>3</u>
Number of Trustees claiming expenses		
	<u>0</u>	<u>3</u>

**10 TANGIBLE FIXED ASSETS**

**Equipment**

Cost	£
As at April 1 2012	88,224
Additions	4,328
As at March 31 2013	<u>92,552</u>
<b>Depreciation</b>	
As at April 1 2012	85,332
Charge for the year	1,830
As at March 31 2013	<u>87,162</u>
<b>Net Book Value</b>	
As at March 31 2013	<u>5,390</u>
As at March 31 2012	<u>2,892</u>

**2013**  
£

**2012**  
£

**11 DEBTORS**

Grants & fees receivable	12,495	13,107
Prepayments	470	1,256
Loan accounts	225	300
	<u>13,190</u>	<u>14,663</u>

**COMMUNITY ARTS NORTH WEST LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

	2013 £	2012 £
<b>12 CREDITORS falling due within one year</b>		
Trade creditors	5,863	7,032
Other taxation and social security	3,641	3,981
Accruals	2,760	3,600
Deferred income	<u>13,227</u>	<u>1,113</u>
	<u><b>25,491</b></u>	<u><b>15,726</b></u>

**13 STATEMENT OF FUNDS**

	Balance 1/4/12 £	Income £	Expenditure £	Transfers £	Balance 31/3/13 £
<b>Unrestricted funds:</b>					
General fund	81,396	240,887	(216,742)	(40,000)	65,541
Designated Fund artistic program	-	-	-	40,000	40,000
	<u>81,396</u>	<u>240,887</u>	<u>(216,742)</u>	<u>-</u>	<u><b>105,541</b></u>
<b>Restricted Funds:</b>					
<b>Revenue fund:</b>					
ACE Advocacy	63	-	(63)	-	-
BBC Children in Need	17,355	24,989	(25,410)	-	16,934
Lloyds TSB Foundation England & Wales	-	10,000	(7,707)	-	2,293
The Granada Foundation	-	2,000	(200)	-	1,800
The Lankelly Chase Foundation	9,700	11,500	(12,343)	-	8,857
PRS for Music Foundation	1,200	-	(300)	-	900
Wigan Youth Programme	-	4,000	(236)	-	3,764
Heritage Lottery Fund	-	28,800	(193)	-	28,607
	<u>28,318</u>	<u>81,289</u>	<u>(46,452)</u>	<u>-</u>	<u><b>63,155</b></u>
<b>Total Funds</b>	<u><u>109,714</u></u>	<u><u>322,176</u></u>	<u><u>(263,194)</u></u>	<u><u>-</u></u>	<u><u><b>168,696</b></u></u>

Transfer of £20,000 to be used 2013-2014 for artistic program

Further £20,000 to be used for maternity cover of Exodus Theatre producer and Capital equipment

BBC Children in Need	To be used in 13-14 for Youth Programme
Lloyds TSB Foundation England & Wales	To be used in 13-14 Women's theatre programme
The Granada Foundation	To be used in 13-14 MCR International Roots Orchestra
The Lankelly Chase Foundation	To be used in 13-14 Youth Programme
PRS for Music Foundation	To be used in 13-14 MCR International Roots Orchestra
Wigan Youth Programme	To be used in 13-14 for Youth Programme
Heritage Lottery Fund	To be used by August 2014 for LISAPO project

**COMMUNITY ARTS NORTH WEST LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31 2013**

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds</b>		<b>Restricted Funds</b>	<b>Total</b>
	<b>Designated</b>	<b>General</b>		
		<b>£</b>	<b>£</b>	<b>£</b>
Fund balances at March 31 2012 are represented by -				
Tangible fixed assets	-	5,390	-	<b>5,390</b>
Current assets	20,000	105,642	63,155	<b>188,797</b>
Current liabilities	-	(25,491)	-	<b>(25,491)</b>
	<u>20,000</u>	<u>85,541</u>	<u>63,155</u>	<u><b>168,696</b></u>

**15 CONSTITUTION**

The Company is limited by guarantee and does not have a share capital. In the event of the Company being wound up the members are committed to contributing £1 each.

There were 28 members at the year end (2012 -13)

**16 TAXATION**

The company is a registered charity and is entitled to claim annual exemption from UK corporation tax under sections 466 to 493 of the Corporation Tax Act 2010.

**17 COMMITMENTS**

The company had no capital commitments at the year end.

The company had annual operating lease commitments as follows:

	<b>2013</b>	<b>2012</b>
Within one year	Nil	Nil
Two to five years	330	330
Over five years	Nil	Nil

**18 TRANSACTIONS WITH DIRECTORS**

There are no other transactions with Directors in the year which require to be disclosed in these accounts, either under the FRSSE or the SoRP.