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Registered Company No. 1692928
Registered Charity No. 513682

Pavilion

Accounts
for the year ended 31 March 2000



Pavillon

Legal and Administrative Details

as at 31 March 2000

Status

A Registered Charity established as a Company Limited by Guarantee registered as a company on 20 January 1983. Registered as a charity on 6 April 1983.

Registered Company No: 1692928

Registered Charity No: 513682

Management Committee

Irena Bauman

Judith Blake

Jane Brake

Professor Gabriele Griffin

Chair

Kath Moonan

Yvonne Rose

Christine Scurrah - Whitton

Elected at the Annual General Meeting

Company Secretary

David Honeybone

Principal Staff

Susan Ball

Artistic Director

Nicola Hutcheson

Administrator

Registered Office

2 Woodhouse Square

Leeds LS3 1AD

Bankers

National Westminster Bank plc

8 Park Row

Leeds LS1 1QS

Auditors

Slade & Cooper

Registered Auditors

Accountants

6 Mount Street

Manchester M2 5NS

Pavilion
Report of the Management Committee

The members of the Management Committee submit their report and the audited accounts for the year ended 31 March 2000.

Objects of the charity

The primary purpose of the charity is the furtherance of visual arts and in particular photography as an art and the promotion of public knowledge and understanding thereof.

The advancement of the education of women through the provision of opportunities for undertaking and participating in commissions, exhibitions, training projects or activities connected with the visual arts and in particular photography and creative technologies as art.

Policies and organisation of the charity

Following the major reorganisation of Pavilion in 1997, which precipitated a re-launch of its artistic programme onto a national stage, many of the management systems established at that time have been enhanced through operation. In January - March 2000, a business planning exercise, which involved Board members, was undertaken to review and evaluate Pavilion's full programme, services and organisation. Arising from this, was a revision of the current mission statement, prioritising the artistic use of new media technologies. This provides a clearer artistic focus for future programming and will clarify Pavillions objectives to external audiences.

The Annual General Meeting on the 14th July 1999 saw the election of three new Board members who all bring specialist expertise relevant to Pavilion; knowledge of public arts and architecture at a national level, local authority governance and new media education and publishing. The key roles of Chair, Company Secretary and Treasurer remained occupied by senior professionals within the academic, legal and financial sectors, thus providing a consistency and stability to the management of Pavilion. Following the AGM, an induction day offered a more extensive introduction to Pavilion and its staff, supporting the consolidation of the new Board.

The quarterly meetings of The Board of Directors continued to be lively as well as effective, with opportunities to view the current programme of artworks as well as hear visiting speakers. Adrian Friedli, New Media Officer at Yorkshire Arts, the regional arts board, was of particular interest and relevance due to his knowledge of the significant developments in regional and national arts funding and respective awarding bodies.

The staff team was extended this year by a full time Programme Director for Switched On, the technology and regeneration project, in addition to a Multi-media/Internet Resource Worker, a post created with Archway, a new build project developed by Leeds Partnership Charitable Homes. An Information and Communication Technology (ICT) Business Liaison Officer post was undertaken through a very successful consultancy, which introduced 25 creative IT businesses to Switched On participants. These new staff complimented the existing staff team of Artistic Director and Finance Officer/Administrator and freelance Project Manager to the Construction Sights programme. A consultancy with ECS (European Consultancy Services) offered a bidding framework, advice and structure to develop an initial and successful European funding application: the consultancy was supported by the Charities Aid Foundation.

Pavilion's computer production facilities have been upgraded. Using these and the production equipment installed at Archway off-site (see above), young adults are now able to access industry standard production facilities, which they can use, with training support, to produce their own new media work. In response to the growth of Pavilion's technology production capacity, the Board is also supporting the current negotiations to identify options for re-location. A new site will house a larger production base supported by network technology and will facilitate easy public and disabled access within a popular location.

Fundraising activity in 1999-2000 has been highly successful (£230,000 raised from funding applications totalling £288,000).

Activities Review

Concluding the Year of Photography and the Electronic Image offered Pavilion a number of challenges. The major artistic projects were to be documented through the production of an extensive CD-Rom and Website publication, all reporting to funders and stakeholders completed and a new artistic programme of equal stature and profile developed, fundraised and executed. This was successfully achieved and the ensuing Construction Sights and Switched On programmes built on the achievements of the previous years.

Construction Sights was a series of interlinked projects that ran over a nine-month period, engaging audiences to the site and construction programme of Leeds' new Millennium Square. Construction Sights received good local and national press and most significantly for Leeds, generated the first ever public arts commission for temporary new media and interdisciplinary artwork. The programme included the following elements:

- A digital oral history archive,
- A multimedia installation on the exterior wall of The Electric Press print works,
- The Millennium Intervention Group of academics and city players,
- Site tours with historians, live arts and commissioned artists
- An inter-disciplinary hoarding/lighting installation around the construction site, comprising of a polka dot painted hoarding exterior, 9 large scale photographic images by Deborah Baker installed on the inside of the hoarding, 100 small spy holes and 30 portholes cut out through which the public could see on-going construction works and a viewing platform from the steps of the Civic Hall entered by a golden 'gateway'.

Pavilion's technology based regeneration programme, Switched On, received significant funding to support the programme and related staff. It aims to provide a holistic structure to 'support the next generation of Web activists', socially excluded young adults, through access to production facilities, mentoring from creative technology businesses and opportunities to work with new media artists. The programme is funded to run until 2003. A framework for the independent evaluation of Switched On and its role in developing good practice in city regeneration/creative technology initiatives is being developed in partnership with The University of Leeds.

A major photographic commission, awarded to Pavilion by the Leeds Initiative, Leeds City Council, provided the inspiration for photographer, Martin Peters, to document the city and its people, providing the photographic and visual components for the re-design of Leeds' corporate image.

Pavilion continues to track the responses of audiences to work commissioned and sited in public places. To this end, a number of surveys were conducted, produced in-house (for Construction Sights), through graduate placements (Heart and Mind, corridor site) or by partner organisations (Heart and Mind, banner). The greatly extended Website for Pavilion (www.pavilion.org.uk) also provides remote audiences access to the work and provides opportunities for registration and comments.

Management Committee responsibilities

Company and charity law require the Management Committee to prepare financial statements for the financial year to give a true and fair view of the affairs of the charity and of the incoming resources for the year and the application of resources of the charity for that period. In preparing those financial statements, the Management Committee is required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue on that basis

The Management Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities, as well as exercising proper financial controls.

Commentary on the financial statements

Pavilion ended the financial year 1998-99 with an accumulated deficit on unrestricted funds of £14,018. A fundraising target of £7,000 was agreed for 1999-2000, with a view to eliminating this deficit over a two-year period. This has been achieved and the organisation's accumulated deficit has been reduced to £5,961 at the end of 1999-2000.

Pavilion's turnover for 1999-2000 was £201,715 this is compared to £281,178 in 1998/99, £176,000 in 1997/98 and £63,000 in 1996/97. During 1999/2000 Pavilion has managed an additional project budget of £90,000 through Leeds City Council (funded by the Millennium Commission) for Construction Sights, which is not reflected in the audited accounts. Pavilion has also received in-kind support for its projects through Yorkshire Post Newspapers, Galaxy FM, and Archers, and through individuals who have contributed time to the Switched On mentoring scheme. The estimated value of this support is £8,000.

Turnover during 1998/99 was significantly higher because of funding through Photo98 for large-scale public art projects (Heart & Mind and Future Looms). In the aftermath of Photo98, and in the light of the accumulated deficit, Pavilion needed to undertake an intensive period of planning and fundraising at the beginning of 1999-2000. The organisation's reduced turnover during 1999-2000 reflects this, and the more complex and labour-intensive nature of the funding that the organisation received during this year.

Pavilion's core revenue funding rose from £43,200 in 1998/99 to £44,100 in 1999/2000 (an increase of 2%). Core costs for the year were approximately £68,000. The shortfall of £24,000 between core costs and revenue funding was raised through the identification of a contribution to overheads within each project. That Pavilion has succeeded in covering these core costs, in addition to recovering from its deficit, has been a substantial achievement. This contribution is shown within the accounts as a 'reallocation of costs' within 'Outgoing Resources' (Note 3).

The £42,790 restricted funds carried forward reflects balances on project funding, mostly significantly for Switched On, where a substantial grant from the European Social Fund for the period ending 30 June 2000 has been carried forward for identified project costs.

Directors

The members of the management committee during the period were as follows:

Irena Bauman	appointed 14.7.99
Cllr. Judith Blake	appointed 14.7.99
Jane Brake	appointed 14.7.99
Professor Gabriele Griffin	
Kath Moonan	
Yvonne Rose	
Christine Scurrah - Whitton	
Diane Shillito	resigned 14.7.99
David Honeybone (Co. Sec)	

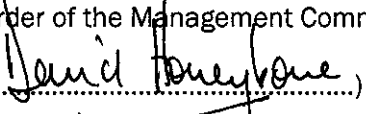
Company status

The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of winding up. There were seven members at the year-end.

Auditors

A motion for the re-election of Slade & Cooper as auditors will be proposed at the Annual General Meeting.

By order of the Management Committee

)	David Honeybone (Company Secretary)
12.7.00)	Date

Auditor's report
to the members of Pavilion

We have audited the financial statements on pages 7 to 14, which have been prepared under the accounting policies set out on page 9.

Respective responsibilities of the Management Committee and auditors

As described above the Management Committee are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, base on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issue 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 included 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 company'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 the company's affairs as at 31 March 2000 and of its incoming resources and application of resources including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Slade & Cooper

Slade & Cooper
Accountants
Registered Auditors
6 Mount Street
Manchester M2 5NS

18-7-00

Pavilion
Statement of Financial Activities and Income and Expenditure Account
for the year ended 31 March 2000

	Notes	Restricted funds	Unrestricted funds	2000 TOTAL	1999 TOTAL
		£	£	£	£
<u>INCOMING RESOURCES</u>					
Grants	2	142,346	44,100	186,446	280,086
Fees and other income		15,000	269	15,269	891
Bank Interest		-	-	-	<u>201</u>
<u>TOTAL INCOMING RESOURCES</u>		157,346	44,369	201,715	281,178
<u>RESOURCES USED</u>					
Direct Charitable Expenditure					
Construction Sights		30,540	-	30,540	-
Switched On		76,041	-	76,041	28,536
Martin Peters Photographic Commission		9,079	-	9,079	-
Heart and Mind		-	-	-	144,955
The Future Looms		417	-	417	54,449
Leeds Fringe Photography Festival		-	-	-	12,000
Jenny Saville		142	-	142	2,228
Loiners - Casey Orr		-	-	-	1,912
Other projects		-	225	225	2,814
Support costs		-	<u>32,895</u>	<u>32,895</u>	<u>58,968</u>
		116,219	33,120	149,339	305,862
Other expenditure					
Management and Administration		-	2,253	2,253	1,031
Publicity and Advertising		<u>3,729</u>	<u>939</u>	<u>4,668</u>	<u>11,857</u>
TOTAL RESOURCES USED	3	119,948	36,312	156,260	318,750
NET INCOMING RESOURCES FOR THE YEAR		<u>37,398</u>	<u>8,057</u>	<u>45,455</u>	<u>(37,572)</u>
NET MOVEMENT IN FUNDS		37,398	8,057	45,455	(37,572)
Funds at 1 April 1999		<u>5,392</u>	<u>(14,018)</u>	<u>(8,626)</u>	<u>28,946</u>
		<u>42,790</u>	<u>(5,961)</u>	<u>36,829</u>	<u>(8,626)</u>

All of the charity's operations are classed as continuing.
Movements on reserves and all recognised surpluses or deficits are shown above.

Pavilion
Balance Sheet
as at 31 March 2000

	Notes	2000 £	1999 £
FIXED ASSETS			
Tangible fixed assets	7	4,197	4,394
CURRENT ASSETS			
Debtors	8	43,108	20,895
Cash at Bank and in Hand		<u>18,812</u>	<u>1,412</u>
		<u>61,920</u>	<u>22,307</u>
CREDITORS			
Amounts falling due within one year	9	<u>29,288</u>	<u>35,327</u>
NET CURRENT ASSETS		<u>32,632</u>	<u>(13,020)</u>
TOTAL ASSETS LESS TOTAL LIABILITIES		<u>36,829</u>	<u>(8,626)</u>
RESERVES	10	<u>36,829</u>	<u>(8,626)</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities.
(Effective March 2000)

Gabriele Griff.....)

Gabriele Griffin.....)

Name

Members of the Management Committee

Sarah Whitten.....)

C SCURRAH WHITTON.....)

Name

3/8/00.....)

Date

Pavillon
Notes to the Accounts
for the year ended 31 March 2000

1. Accounting policies

- a) The financial statements have been prepared in accordance with applicable accounting standards and follow the recommendations in the Statement of Recommended Practice: Accounting for Charities (SORP).
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities in the year in which they are received.
- c) Revenue grants are shown in the Statement of Financial Activities in the year in which they are received.
- d) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure that meets these criteria is identified to the fund, together with a fair allocation of management and support costs.
- e) Unrestricted funds are donations and other income received or generated for the charitable purposes.
- f) Staff costs and overhead expenses are allocated to activities either directly when identifiable or on the basis of staff time spent on those activities.
- g) Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life at the rates of:

Office equipment	33.33% straight line
Photographic equipment	50% straight line
- h) Management and administration costs of the charity related to the central costs of management including the costs of meetings, audit and statutory compliance.
- i) The company has taken advantage of the exemption under Financial Reporting Standard 1 from preparing a cash flow statement on the grounds that it is a small company.

Pavillion

Notes to the Accounts

for the year ended 31 March 2000

2. Incoming resources

	Unrestricted	Construction Sights	Switched On	Martin Peters Photographic Commission	Other	Total 2000	Total 1999
	£	£	£	£	£	£	£
<u>Grants</u>							
Arts Council of England	-	12,600	-	-	-	12,600	-
Carnegie United Kingdom Trust	-	-	5,000	-	-	5,000	-
Charities Aid Foundation	-	-	-	-	-	-	4,000
Elephant Trust	-	1,000	-	-	-	1,000	-
European Social Fund	-	-	29,925	-	-	29,925	-
Health Action Zone	-	-	14,000	-	-	14,000	-
Leeds City Council:							
Artists in Schools	-	-	-	-	-	-	7,200
Leeds Development Agency	-	-	-	-	-	-	2,500
Leeds Leisure Services	13,200	-	-	-	-	13,200	16,200
Leeds URBAN Initiative	-	-	14,568	-	-	14,568	-
Millennium Office	-	22,605	-	-	-	22,605	-
Single Regeneration Council	-	-	10	-	-	10	17,320
Leeds Training and Enterprise Council	-	-	11,800	-	263	12,063	12,269
National Lottery Charities Board	-	-	21,800	-	-	21,800	-
New Deal - Employment Service	-	-	1,425	-	-	1,425	-
Resourcing the Community	-	-	1,500	-	-	1,500	-
Photo98	-	-	-	-	-	-	3,000
Photo98 (National Lottery - Arts)	-	-	-	-	-	-	176,448
United Leeds Teaching Hospitals	-	-	-	-	-	-	8,549
Yorkshire Arts	-	4,500	-	-	-	35,400	32,500
Sundry Grants	30,900	-	100	-	1,250	1,350	100
<u>Total</u>	<u>44,100</u>	<u>40,705</u>	<u>100,128</u>	<u>-</u>	<u>1,513</u>	<u>186,446</u>	<u>280,086</u>
<u>Fees & other income</u>							
Facilities hire	269	-	-	-	-	269	-
Sundry sales	-	-	-	15,000	-	15,000	891
<u>Total</u>	<u>269</u>	<u>-</u>	<u>-</u>	<u>15,000</u>	<u>-</u>	<u>15,269</u>	<u>891</u>
Bank interest	-	-	-	-	-	-	201

Pavillion

Notes to the Accounts
for the year ended 31 March 2000

3. Outgoing Resources

	Staff costs	Operating costs	Depreciation	Advertising & Publicity	Management & Administration	Reallocation of costs	Total 2000	Total 1999
	£	£	£	£	£	£	£	£
Construction Sights	16,200	4,078	-	2,060	-	10,262	32,600	-
Switched On	38,151	13,337	4,896	1,669	-	19,657	77,710	28,536
Martin Peters Photographic Commission	1,634	5,645	-	-	-	1,800	9,079	-
Heart and Mind	-	-	-	-	-	-	-	146,342
The Future Looms	-	-	417	-	-	-	417	55,714
Leeds Fringe Photography Festival	-	-	-	-	-	-	-	17,306
Jenny Saville	-	-	-	-	-	142	142	2,228
Loiners - Casey Orr	-	-	-	-	-	-	-	2,500
Other projects	-	225	-	-	-	-	225	2,814
Support costs	42,666	21,536	554	939	2,253	(31,861)	36,087	63,310
Total	98,651	44,821	5,867	4,668	2,253	-	156,260	318,750
Total 1999	58,486	243,180	4,196	11,857	1,031	-	318,750	318,750

4. Staff costs and numbers

	2000	1999
	£	£
Staff costs during the year were as follows:		
Salaries and wages	51,898	53,725
Social security costs	<u>4,464</u>	<u>5,043</u>
	<u>56,362</u>	<u>58,768</u>

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

Artistic Director	1	1
Administrator	1	1
Marketing Officer / PA to the Artistic Director	-	1
Switched On Project Manager / Programme Director	<u>1</u>	-
	3	3

The number of employees earning over £40,000 per annum excluding pension contributions was nil.

5. Taxation

The company is a registered charity and no provision has been made for taxation.

6. Net incoming resources

This is arrived at after charging the following:

	2000	1999
	£	£
Depreciation	5,867	4,196
Auditor's remuneration	1,175	1,031
Payments under operating lease	-	<u>421</u>
Commitments under operating lease		
0-1 years	-	899
2-5 years	-	-

7. Fixed Assets

	Office equipment	Photographic equipment	Total equipment
	£	£	£
Cost brought forward	15,762	290	16,052
Additions	5,670	-	5,670
Disposals	-	-	-
Cost at 31 March 2000	<u>21,432</u>	<u>290</u>	<u>21,722</u>
Depreciation brought forward	11,368	290	11,658
Depreciation charge for the year	5,867	-	5,867
Depreciation on disposal	-	-	-
Depreciation at 31 March 2000	<u>17,235</u>	<u>290</u>	<u>17,525</u>
Net book value at 31 March 2000	<u>4,197</u>	-	<u>4,197</u>
Net book value at 31 March 1999	<u>4,394</u>	-	<u>4,394</u>

In 1998, as part of the Indignet Project the charity was given the use of two computers with modems and access to the Internet. No value has been included in the accounts for this.

8. Debtors

	2000	1999
	£	£
<u>Debtors</u>		
Trade debtors	-	210
Prepayments	396	391
Grants receivable	<u>42,712</u>	<u>20,294</u>
	<u>43,108</u>	<u>20,895</u>

9. Creditors, amounts falling due within one year

	2000	1999
	£	£
<u>Creditors, amounts falling due within one year</u>		
Taxation and National Insurance	1,968	2,487
Sundry creditors and accruals	<u>27,320</u>	<u>32,840</u>
	<u>29,288</u>	<u>35,327</u>

10. Reserves

	Restricted Funds	Unrestricted funds	Total
	£	£	£
Balance Brought Forward	5,392	(14,018)	(8,626)
Net Incoming/Outgoing Resources	<u>37,398</u>	<u>8,057</u>	<u>45,455</u>
Balance Carried Forward	<u>42,790</u>	<u>(5,961)</u>	<u>36,829</u>

11. Restricted Funds

The restricted funds of the charity comprise the following unexpended balances of donations and grants held on trust to be applied for specific purposes.

	Balance @ 31.3.99	Income	Expenditure	Balance @ 31.3.00
	£	£	£	£
Construction Sights	-	40,705	32,600	8,105
Switched On	6,500	100,128	77,710	28,918
Martin Peters Photographic Commission	-	15,000	9,079	5,921
Future Looms	-	-	417	(417)
Jenny Saville	(1,108)	1,250	142	-
Other projects	-	<u>263</u>	-	<u>263</u>
TOTAL	<u>5,392</u>	<u>157,346</u>	<u>119,948</u>	<u>42,790</u>

12. Analysis of net assets between funds

	2000			1999		
	Restricted funds	Unrestricted funds	Total funds	Restricted funds	Unrestricted funds	Total funds
	£	£	£	£	£	£
Fund balances at 31 March 2000 are represented by:						
Equipment	3,780	417	4,197	-	4,394	4,394
Current assets	40,712	21,208	61,920	22,307	-	22,307
Creditors: Amounts falling due within one year	<u>(1,702)</u>	<u>(27,586)</u>	<u>(29,288)</u>	<u>(16,915)</u>	<u>(18,412)</u>	<u>(35,327)</u>
Total net assets	<u>42,790</u>	<u>(5,961)</u>	<u>36,829</u>	<u>5,392</u>	<u>(14,018)</u>	<u>(8,626)</u>

13. Management committee remuneration and expenses

The management committee received no remuneration, their expenses for the year totalled £610 (1999 £136).