



Companies House

for the record

Company Name

CITY OF WESTMINSTER ARTS
COUNCIL

363s Annual Return

Company Type

Private Company Limited By

Guarantee Exempt Under Sect 30

Company Number

2748408

Information extracted from

Companies House records on

7th November 2003

> Please check the details printed in blue on this statement.

> If any details are wrong, strike them through and write the correct details in the "Amended details" column.

> Please use black pen and write in c



A42 *AEMR5RXU* 0748
COMPANIES HOUSE 21/01/04

A05 *AW0L2Q1K* 0699
COMPANIES HOUSE 14/11/03

Section 1: Company details

Ref: 2748408/15/42

Current details

Amended details

> Registered Office
Address
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

Room 70 Fourth Floor
Marylebone Library
Marylebone Road
London NW1 5PS

Address **ROOM 70 FOURTH FLOOR**
WESTMINSTER COUNCIL HOUSE
MARYLEBONE ROAD
LONDON
UK Postcode **NW1 5PS**

> Register of Members
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

Address where the Register is held
At Registered Office

Address

UK Postcode - - - - -

> Register of Debenture Holders
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

Not Applicable

Address

UK Postcode - - - - -

> Principal Business Activities
If any of the details are wrong, strike them through and fill in the correct details in the "Amended details" column.

SIC Code 8532 Description Social work without accommodation

SIC CODE Description
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -

> Please enter additional principal activity code(s) in "Amended details" column. See notes for guidance for list of activity codes.

Current details

Amended details

> Company Secretary

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Name

Doctor Frances LITTLE

Address

47 Marsala Road
Lewisham
London
SE13 7AA

Particulars of a new
Company Secretary must
be notified on form 288.

Name

PHILL WARD

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

CWAC

WESTMINSTER COUNCIL
HOUSE

MARYLEBONE ROAD, LONDON

UK Postcode NN1 5PS

Date of change 25 / 10 / 2003

Date Doctor Frances LITTLE

ceased to be secretary (if applicable)

13 / 03 / 2003

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Name

Carol Ann BAILEY

Address

30 Alderney Street
London
SW1V 4EU

Date of birth 14/02/1946

Nationality British

Occupation None

Particulars of a new Director
must be notified on form
288.

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode

Date of birth

Nationality

Occupation

Date of change

Date Carol Ann BAILEY ceased to be
director (if applicable)

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288.

Current details

Name
Roger David CORLEY CBE FIA
FRSA

Address
51 Middleway
London
NW11 6SH

Date of birth 13/04/1933

Nationality British

Occupation Actuary + Director

Amended details

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date Roger David CORLEY CBE FIA
FRSA ceased to be director (if applicable)

13,03,2003

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288.

Name
David Barry GEE

Address
10 Keyes Road
London
NW2 3XA

Date of birth 15/02/1948

Nationality British

Occupation Teacher

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date David Barry GEE ceased to be
director (if applicable)

_ _ / _ _ / _ _ _ _

Current details

Amended details

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Name
Joan JAGO FPS FRSA

Address
606 Nelson House
London
SW1V 3NZ

Date of birth 22/03/1930

Nationality British

Occupation Artist

Particulars of a new Director must be notified on form 288.

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date Joan JAGO FPS FRSA ceased to be director (if applicable)

_ _ / _ _ / _ _ _ _

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Name
Susan Valerie KAYE

Address
418 Addison House
Grove End Road
London
NW8 9EL

Date of birth 24/04/1949

Nationality British

Occupation Consultant

Particulars of a new Director must be notified on form 288.

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date Susan Valerie KAYE ceased to be director (if applicable)

_ _ / _ _ / _ _ _ _

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288.

Current details

Name
Peter Michael MARLAND

Address
22 Compton Terrace
London
N1 2UN

Date of birth 28/12/1934

Nationality British

Occupation Retired Head Teacher

Amended details

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality

Occupation

Date of change _ _ / _ _ / _ _ _ _

Date Peter Michael MARLAND ceased to be director (if applicable)

_ _ / _ _ / _ _ _ _

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288.

Name
John Graham MORDUE

Address
38 Cassio Road
Watford
Hertfordshire
WD18 0QF

Date of birth 25/09/1934

Nationality British

Occupation Corporate
Administration Consu

Name

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality

Occupation

Date of change _ _ / _ _ / _ _ _ _

Date John Graham MORDUE ceased to be director (if applicable)

_ _ / _ _ / _ _ _ _

> Director

If any of the details for this person are wrong, strike them through and fill in the correct details in the "Amended details" column.

Particulars of a new Director must be notified on form 288.

Current details**Name**~~Marjorie Ann POWER~~**Address**~~16 Portman Heights
103 West Heath Road
London
NW3 7TW~~~~Date of birth 18/05/1940~~~~Nationality British~~~~Occupation Freelance Consultant~~**Amended details****Name**

☐ Tick this box if this address is a service address for the beneficiary of a Confidentiality Order granted under section 723B of the Companies Act 1985.

Address

UK Postcode _ _ _ _ _

Date of birth _ _ / _ _ / _ _ _ _

Nationality _ _ _ _ _

Occupation _ _ _ _ _

Date of change _ _ / _ _ / _ _ _ _

Date Marjorie Ann POWER ceased to be director (if applicable)

29, 10, 2003



Companies House

— for the record —

363s Annual Return Declaration

- > When you have checked all the sections of this form, please complete this page and sign the declaration below.
- > If you want to change the made up date of this annual return, please complete 2 below.

1. Declaration

- ☒ I confirm that the details in this annual return are correct as at the made-up-date (shown at 2 below). I enclose the filing fee of £15.

Signature

(Director / Secretary)

Date

12 / 11 / 2003

This date must not be earlier than the return date at 2 below

What to do now

Complete this page then send the whole of the Annual Return and the declaration to the address shown at 4 below.

2. Date of this return

- ☒ This AR is made up to 17/9/2003

If you are making this return up to an earlier date, please give the date here

— / — / —

Note: The form must be delivered to CH within 28 days of this date

3. Date of next return

- ☐ If you wish to change your next return to a date earlier than 17th September 2004 please give the new date here:

— / — / —

4. Where to send this form

- ☒ Please return this form to:

Registrar of Companies
Companies House
Crown Way
Cardiff CF14 3UZ

OR

For members of the Hays Document
Exchange service
DX 33050 Cardiff

Have you enclosed the filing fee with the company number written on the reverse of the cheque?

Contact Address

You do not have to give any contact information below, but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Contact Name

PHILL WARD

Telephone number *inc code*

0207 6411018

Address

CWAC
4th FLOOR, ROOM 70
WESTMINSTER COUNCIL
HOUSE, MARYLEBONE ROAD
LONDON

DX number *if applicable*

DX exchange

Postcode

NW1 5PS

**CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)**

2748408

DRAFT

TRUSTEES

The directors of the company (referred to as Trustees) who have served during the year are as follows:

Elected members: Mr D Gee (from 19/09/00) (Studio Theatre, North Westminster School)
Mrs J Jago (The Pimlico Group)
Mr D Kaufman (from 25/2/03) (Lisson Green Resource Centre)
Ms T Khandakar (from 25/2/03) (Marylebone Bangladesh Society)
Ms M Stack (from 25/2/03) (Paintings in Hospitals)

Co-opted members: Mrs C A Bailey (from 27/6/02)
Mr R Corley (to 25/2/03)
Ms S Kaye (from 27/6/02)
Ms C Keen (to 2/5/02)
Mr M Marland (Chair)
Miss M Power

Honorary Officer: Mr J G Mordue (Hon. Treasurer)

Sub-committee Members 2002/2003 (organisations in italics are not affiliated to CWAC)

Ian Adams	Elected	to 11/04/02	London Ripieno Society
Jill Anderson	Co-opted	to 29/11/02	Covent Garden Chamber Orchestra
Dorian Aroyo	Co-opted		
Stephen Belcher	Elected	from 25/2/03	Studio Theatre, North Westminster School
James Charles	Elected		London Gay Theatre Company
Lucille Cranwell	Elected	from 25/2/03	The Thorney Island Society
Yvonne Conlon	Elected		Westminster Play Association
Wendy Cutler	Elected	from 25/2/03	Yaa Asantewaa
Alison Fenner	Elected	from 25/2/03	Live Music Now!
Andy Fisher	Co-opted		<i>Serpentine Gallery</i>
Leoncia Flynn	Co-opted	from 26/06/01	<i>Westminster Resident</i>
David Gee	Elected		Studio Theatre, North Westminster School
Althea Gee	Co-opted		Free Painters and Sculptors
Rebecca George	Elected	from 25/2/03	Studio Theatre, North Westminster School
Pip Eldridge	Co-opted	from 19/4/02	London Film & Video Development Agency
Joan Jago	Elected		Free Painters and Sculptors
David Kaufman	Elected	from 25/2/03	Lisson Green Resource Centre
Susan Kaye	Co-opted		<i>Westminster Resident</i>
Ian Low	Elected		St Mary Magdalene Music Society
Pam Mara	Elected		Free Painters and Sculptors
Mary Mogil	Elected		The Thorney Island Society
Janice McLaren	Co-opted		<i>Photographer's Gallery</i>
Jim Nelson	Elected	from 25/2/03	St Martin's-in-the-Fields Social Care Unit
Mark Pattenden	Elected		Studio Theatre, North Westminster School
Liz Porter	Co-opted	to 25/2/03	SHAPE
Majorie Power	Co-opted		
Jill Rock	Co-opted		<i>Westminster Resident</i>
Mark Sands	Elected	from 25/2/03	Studio Theatre, North Westminster School
Steve Shaw	Elected	from 25/2/03	Paddington Arts
Monica Sollash	Elected		The Thorney Island Society
Julia Strauss	Elected	from 19/11/01	London Ripieno Society
Chris Swift	Elected		Photoworks Westminster
Ellen Thomson	Co-opted	from 28/02/02	Making Music
Nicci Tucket	Co-opted	from 19/3/03	<i>Curzon Cinema Group</i>
Mesbah Uddin	Elected	from 25/2/03	Marylebone Bangladesh Society
Ebony A White	Co-opted		<i>The Commonwealth Institute</i>
Graham Whitlock	Elected	from 19/09/00	Dream Arts
Pete Whyatt	Co-opted	to 25/2/03	<i>Fitzrovia Neighbourhood Association</i>
Susie Wong	Elected	from 25/2/03	Chinese Cultural Centre
David Wybrow	Elected		Cockpit Theatre

CITY OF WESTMINSTER ARTS COUNCIL (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT

The Trustees submit their annual report together with the Financial Statements of the charity for the year ended 31st March 2003 which have been prepared under the Companies Act 1985.

STATEMENT OF TRUSTEES RESPONSIBILITIES

Company law requires the Trustees, as directors, to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the surplus or deficit for that period. In preparing those financial statements, the Trustees are required to:

- 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 presume that the charity will continue its activities.

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

OBJECTS

City of Westminster Arts Council ('CWAC') is a company limited by guarantee. The company is a charity registered with the Charity Commissioners, number 1025755 and as such is a non-profit making organisation. The company is governed by its Memorandum and Articles of Association.

The objects of the charity are to foster and promote the maintenance, improvement and development of artistic practice and knowledge, and the understanding and appreciation of the Arts among the inhabitants of or persons employed or studying in the City of Westminster.

In order to concentrate its resources and fulfil its objectives as effectively as possible CWAC's policy is to fund only events that demonstrate a clear benefit to Westminster residents and which meet specific criteria aimed at providing opportunities for people who do not have easy or regular access to Arts activities.

TRUSTEES, EXECUTIVE COMMITTEE AND SUB COMMITTEES

Details of the members of the Executive Committee and Sub-Committee are shown on page 1.

The Executive Committee takes responsibility for decision-making and for the overall planning and management of CWAC's activities. CWAC also has six sub-committees:

Art, Craft, Design
Combined Arts & Festivals
Drama, Dance & Spoken Word
Music
Photography & Video
CWAC Exhibition

Supported by CWAC's officers, each sub-committee makes recommendations to the Executive Committee on grant applications and new initiatives, and advises on the strategic development of CWAC within a particular art form. The membership of CWAC's committees comprises representatives of member organisations elected annually at the AGM and individual members co-opted for their special knowledge or experience.

CWAC is run by two full-time equivalent staff who report to the Executive Committee (Trustees). It is with deep regret, that the Trustees record the death of Fran Little, the Senior Arts Officer, on 27th February 2003.

The members of the Arts Council have each guaranteed to contribute the sum of £1 in the event of the company being wound up.

**CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' ANNUAL REPORT - CONTINUED**

A number of members on CWAC's committees, both elected and co-opted, represent organisations that make grant applications to CWAC. CWAC benefits enormously from the local knowledge and professional expertise represented on its committees. In order to eliminate any conflict of interests, members are required to declare their interests at the commencement of meetings and leave the room if they have an interest in a grant application being discussed. As such they take no part in any financial decision which directly benefits an organisation they represent. A register of members' interests is tabled at every meeting of the Executive Committee. Details of grants payable to organizations are shown in note 4 of the accounts.

REVIEW OF OPERATIONS

The total income for the year amounted to £142,391 (2002 - £139,483). This consisted of grants, bank interest, sponsorship, subscriptions and income from events organised by CWAC. Of this total income, £138,508 (97%) was funded by Westminster City Council. (2002 - £135,000 (97%)).

The total outgoings for the year amounted to £132,434. Expenditure falls into two main categories, arts activities and administration. CWAC administration costs included two full-time equivalent staff:-

Alice Evans – Senior Arts Officer and Company Secretary (On maternity leave until Summer 2004)
Fran Little – Senior Finance Officer (deceased 27/2/03).
Phill Ward (Temporary Senior Arts Officer)
Paula Price-Davies – Projects Officer

Initiatives and grants amounts payable allotted for 2002/03 came to £64,580 (2002 - £73,294), which represents 45% of total income received for the year. CWAC has made every effort to minimise administration costs to ensure we maintain a high level of arts activity.

The Trustees feel that this has been a successful year despite staff shortages. CWAC has been able to support a wide range of excellent local arts initiatives. CWAC has also developed its advice and support services including help on organising and fundraising for arts events.

RESERVES POLICY

CWAC aims to maintain a consistent level of provision for arts activities. In some years this means it has to draw on its reserves while in others it may add to these reserves. In the current year reserves have been increased by £9,957 (2002 £5,459 decrease) so that the reserves at 31st March 2003 were £17,139 (2002 - £7,182).

The state of the company's affairs is considered satisfactory and the Trustees consider that the charity has sufficient assets to meet its grant allocated guarantees.

RISK REVIEW

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate these risks. Significant external risk in regard to the receipt of grant income has been assessed by the use of budgetary planning in assessing the future receipt of such funds. Internal risks are minimised by the implementation of procedures for the approval and authorisation of transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

AUDITORS

Messrs Bartrum Lerner of 39A Welbeck Street, London, W1G 8DH have intimated their willingness to be reappointed as auditors to the charity.

SIGNED ON BEHALF OF THE TRUSTEES

TRUSTEE

Room 70
Fourth Floor
Marylebone Library
Marylebone Road
London NW1 5PS

**CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CITY OF WESTMINSTER ARTS
COUNCIL (A COMPANY LIMITED BY GUARANTEE)**

We have audited the financial statements of The City of Westminster Arts Council for the year ended 31st March 2003 which comprise the Statement of Financial Activities, the Profit and Loss Account, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As described in the Statement Trustees' Responsibilities the company's Trustees as directors are responsible for the preparation of the 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 and 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 company 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 directors' remuneration and transactions with the company is not disclosed.

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

BASIS OF AUDIT 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 directors 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 31st March 2003 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.

Bartrum Lerner
Registered Auditors and
Accountants

39A Welbeck Street
London
W1G 8DH

CITY OF WESTMINSTER ARTS COUNCIL

(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2003

funds	Notes	Unrestricted	Restricted	Total funds	Total
		Funds	Funds	2003	
2002		£	£	£	£
Grant from City Council		138,508	-	138,508	135,000
Bank Interest		537	-	537	832
Subscriptions		570	-	570	455
Sponsorship and fundraising	2	-	2,000	2,000	1,580
Exhibition Income		776	-	776	1,616
Total incoming resources		<u>140,391</u>	<u>2,000</u>	<u>142,391</u>	<u>139,483</u>
Resources expended					
Charitable expenditure					
- Fundraising and publicity expenses		5,802	-	5,802	5,660
- Grants payable	4	60,519	-	60,519	68,811
- Exhibitions & initiatives		2,061	2,000	4,061	4,483
- Management and administration	5	62,052	-	62,052	65,988
Total resources expended		<u>£130,434</u>	<u>£2,000</u>	<u>£132,434</u>	<u>£144,942</u>
Net outgoing resources		9,957	-	9,957	(5,459)
Total funds at 1 st April 2002		7,182	-	7,182	12,641
Total funds at 31st March 2003		<u>£17,139</u>	<u>-</u>	<u>£17,139</u>	<u>£7,182</u>

The notes on pages 8 to 11 form part of the financial statements.

CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)

	<u>2003</u>	<u>2002</u>
	£	£
INCOME AND EXPENDITURE ACCOUNT		
Year ended 31 st March 2003		
Total Income	142,391	139,483
Grants payable	(60,519)	(68,811)
	<u>81,872</u>	<u>70,672</u>
Administrative expenses	(71,915)	(76,131)
	<u>9,957</u>	<u>(5,459)</u>
Surplus/(Deficit) of expenditure over income		

None of the company's activities were acquired or discontinued during these two financial years. The company has no recognised gains or losses other than the surplus / deficit of income over expenditure in the current and previous year.

RECONCILIATION OF MOVEMENT IN ACCUMULATED FUNDS

Accumulated reserves at 1 st April 2002	7,182	12,641
Accumulated Surplus/(Deficit) for the year	9,957	(5,459)
	<u>17,139</u>	<u>7,182</u>
Accumulated funds at 31 st March 2003		

**CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)**

BALANCE SHEET
As at 31st March 2003

	NOTE	<u>2003</u> £	<u>2002</u> £
FIXED ASSETS			
Tangible assets	6	1,382	1,843
		-----	-----
CURRENT ASSETS			
Prepayments and accrued income		1,007	2,352
Cash at bank and in hand		50,483	32,709
		-----	-----
		51,490	35,061
CREDITORS: amounts falling due within one year	7	(35,733)	(29,722)
		-----	-----
NET CURRENT ASSETS		15,757	5,339
		-----	-----
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>17,139</u>	<u>7,182</u>
CAPITAL AND RESERVES			
General Reserve		17,139	7,182
		-----	-----
TOTAL RESERVES		<u>17,139</u>	<u>7,182</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the management committee on and signed on its behalf by:

..... TRUSTEE

CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
Year ended 31st March 2003

1. ACCOUNTING POLICIES

a) Basis of Accounting

The accounts have been prepared under the historical cost convention and the Companies Act 1985, and follows the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

b) Cash Flow

The financial statements do not include a cash flow statement because the company, as a small company, is exempt from the requirement to provide such a statement under Financial Reporting Standards 1.

c) Grants payable

Grants are accounted on payable basis and appropriate adjustments are made in the following year, when surplus/deficiencies are written off. Grants are two types: guarantee against loss and match funding. Grants payable are maximum amounts offered to applicants. Actual payments may be less if the loss incurred by the project before funding from City of Westminster Arts Council is less than the amount offered.

d) Income

i) Interest received from the bank deposit account and membership subscriptions are accounted for on the accruals basis.

ii) All other income is accounted for on a cash receipts basis.

e) 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 fixed assets less their estimated residual value over their expected useful lives on the following basis:

Office equipment and furniture - 25% reducing balance.

f) Other Expenditure

Other expenditure is accounted for on an accruals basis.

g) Operating Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

2. SPONSORSHIP & FUNDRAISING

Contributions from other charitable organisations	2,000	1,580
	<u> </u>	<u> </u>

3. OPERATING LEASES

At 31st March 2003 the company had an annual commitment under non-cancellable operating lease as set out below:-

	<u>Office</u>	<u>Office</u>
	<u>Rental</u>	<u>Rental</u>
Operating lease which expires:		
2003	4,500	4,500
	<u> </u>	<u> </u>

CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS - CONTINUED

Year ended 31st March 2003

	<u>2003</u>		<u>2002</u>	
	£		£	
4. GRANTS	<u>PAYABLE</u>	<u>PAID</u>	<u>PAYABLE</u>	<u>PAID</u>
Abbey Academy	1,540	1,540	2,000	2,000
Abbey Orchard Tenants Association	1,413	1,413	-	-
Abbey Community Centre	710	710	1,411	1,411
Abundance Arts	1,920	1,920	2,590	2,590
Adele Carrol	1,000	-	-	-
Age Concern Westminster	-	-	1,110	555
Andrew Fisher	-	-	500	500
Anna Thomson	-	-	1,000	1,000
An-Najaat	815	815	1,000	1,000
Art-o-matic	1,800	1,800	-	-
Association of British Calypsonians	1,500	1,500	2,000	-
Bangladeshi Carers' Association	-	-	650	650
Bruce House	1,500	-	-	-
Cabinet War Room	1,500	1,500	-	-
Carer's Network Westminster	170	170	-	-
Central London Youth Devpt. Video Project	-	-	2,000	1,000
Cettie	-	-	200	-
Chinese Cultural Centre	2,140	2,140	2,270	2,270
Circus UK	750	750	-	-
Cloth of Gold	-	-	2,000	2,000
Connaught Opera	1,000	1,000	-	-
Cordelia Swann	1,000	-	-	-
Croxley Project	1,080	-	-	-
David Little	2,000	2,000	-	-
David Moore	500	-	-	-
Donna Maria Company	300	300	300	300
Dream Arts	710	-	2,406	-
Edith Marie Pasquier	-	-	1,000	1,000
Fitzrovia Bengali Women's Group	-	-	940	940
Fitzrovia Millennium Festival	2,000	2,000	1,896	1,896
Folasade Babarinde	900	900	1,480	1,480
Flamboyant Community Association	2,000	2,000	-	-
Grassroots Entertainment	-	-	2,000	-
Live Music Now	3,000	3,000	3,000	3,000
Liz Ellis	-	-	500	-
London Ripieno Society	-	-	3,859	3,338
Look Ahead Housing Assoc	-	-	2,000	1,000
Louise Wilde	1,000	-	-	-
Malcolm Rudland	600	600	300	300
Manor Light Opera	-	-	450	450
Marylebone Bangladesh Society	830	-	1,080	-
Meanwhile Gardens Community Assoc	600	-	500	-
Medici Choir	-	-	200	-
Mike Wyeld	1,000	-	-	-
Mirror Circus Trust (The)	1,000	1,000	-	-
Movingstage Marionette Company	1,735	1,735	3,113	1,600
Neil Chapman	-	-	1,000	1,000
New Alexandra Singers	935	935	-	-
New London Orchestra	-	-	1,760	1,760

CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS - CONTINUED

Year ended 31st March 2003

	<u>2003</u>		<u>2002</u>	
	£		£	
	<u>PAYABLE</u>	<u>PAID</u>	<u>PAYABLE</u>	<u>PAID</u>
Paintings in Hospitals	-	-	500	500
Paiva Raivio-Juma	687	-	-	-
Photoworks Westminster	800	-	-	-
Pimlico Fair Committee	500	500	-	-
Pimlico Festival	-	-	500	500
Pimlico Village Tenants Association	1,857	-	-	-
Portugal Prints	2,000	-	-	-
Queens Park Bangladesh Association	1,175	-	1,845	1,741
St Mary of the Angels	1,500	1,500	-	-
St Mary Magdalene CMS	500	500	2,100	2,100
Sarah Cole	500	-	-	-
Serafina Dance	500	500	-	-
State of Emergency	-	-	770	770
Streetwise Opera	-	-	2,000	1,000
Studio Theatre	4,260	1,910	7,023	6,038
Sutton Vendez	-	-	2,000	2,000
Soho Society	400	-	-	-
Somali Children's Trust	650	-	-	-
Tenants & Residents Ass. Lisson Green	-	-	1,000	1,000
The Avenues Youth Project	-	-	2,000	2,000
The Central Council of Physical Recreation	2,000	2,000	-	-
The May Fayre Committee	600	600	600	600
The Royal Commonwealth Society	-	-	502	-
The Theatre Museum	2,000	2,000	-	-
True Colours Theatre	-	-	150	150
Westminster Play Association	3,410	3,410	3,410	3,410
Westway Project	-	-	600	600
Westminster Social & Community Services	200	-	-	-
Workshops for the Imagination	2,497	2,497	-	-
Yaa Asantewaa	1,000	-	-	-
	-----	-----	-----	-----
	65,984	45,145	71,515	55,449

(Diff 1560 - 2088)	(528)			
Reverted grants from previous years	(4,937)		(2,704)	
	-----		-----	
Total grants payable to arts organisations	60,519		68,811	
Grants re: CWAC initiatives	4,061		4,483	
	-----		-----	
Total grants payable	64,580		73,294	
	=====		=====	

The grants allocated for the year are also shown in the City of Westminster Arts Council report for 2003 and this report can be requested from the charity.

CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS - CONTINUED

Year ended 31st March 2003

	<u>2003</u>	<u>2002</u>
	£	£
5. MANAGEMENT & ADMINISTRATION OF THE CHARITY		
Administration Salaries	45,206	49,563
Employer's National Insurance	3,805	4,697
Office rent	4,500	4,500
General office costs	5,378	4,852
Auditors remuneration	2,703	1,762
Depreciation – owned assets	460	614
	-----	-----
	62,052	65,988
	-----	-----

The average number of full-time equivalent employees during the year was two.

6. OFFICE EQUIPMENT & FURNITURE

Cost

At 1st April 2002 & 31st March 2003 9,094

Depreciation

At 1st April 2002 7,252
 Charge for the year 460

At 31st March 2003 7,712

Net Book Value at 31st March 2003 1,382

Net Book Value at 31st March 2002 1,842

7. CREDITORS: Amounts falling due within one year:

Other creditors	28,662	23,553
Taxation and Social Security	1,045	1,190
Accrued expenses	6,026	4,979
	-----	-----
	35,733	29,722
	-----	-----

8. RELATED PARTY TRANSACTIONS

The Trustee report provides details of the related organisations and those committee members involved in the charity. It also provides details of the basis on which conflicts of interest are avoided.

No remuneration was paid and no expenses were reimbursed to Trustees during the year.

9. CONTINUING OPERATIONS

The company is dependent on grant support from City of Westminster. The cessation of such support is not expected in the foreseeable future. However, should the company be obliged to wind up, the costs on the cessation of the company would be drawn from the general Reserve.

CITY OF WESTMINSTER ARTS COUNCIL
(A COMPANY LIMITED BY GUARANTEE)

ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2003

INCOME AND EXPENDITURE ACCOUNT

	<u>2003</u>	<u>2002</u>
	£	£
INCOME		
Grant from City Council	138,508	135,000
Bank Interest	537	832
Subscriptions	570	455
Sponsorship and fundraising	2,000	1,580
Income from exhibition	776	1,616
	-----	-----
	142,391	139,483
EXPENDITURE		
Arts activities	64,580	73,294
	-----	-----
	77,811	66,189
	-----	-----
Administration salaries	49,011	54,260
Publicity	5,802	5,660
Printing, postage and stationery	3,203	2,983
Meeting expenses	156	77
Sundries	154	251
Audit and accountancy	3,000	1,762
Office rent	4,500	4,500
Subscriptions	-	106
Telephone	612	1,005
Insurance	465	393
Depreciation of office equipment and furniture	460	614
Computer software	491	37
	-----	-----
	67,854	71,648
	-----	-----
NET SURPLUS/(DEFICIT) OF EXPENDITURE OVER INCOME	<u>9,957</u>	<u>(5,459)</u>