

REGISTRAR'S COPY

Charity Registration No. 1031800
Company Registration No. 2884347 (England and Wales)

**FIRSTSITE LIMITED
CONSOLIDATED ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

TUESDAY



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24/12/2019

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COMPANIES HOUSE

WHITTLES
CHARTERED ACCOUNTANTS

FIRSTSITE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr G C Armitage	
	Mr R C Hirst	
	Mrs J R Knowles	
	Mr T J Young	
	Mr T Field	(Appointed 20 October 2018)
	Ms Rosie Millard OBE	(Appointed 10 January 2019)
	Mr R A Polom	
	Mr A K Shah	
	Mr M Blackburn	
	Ms J Obasa	
	Ms C Winters	
Chief Executive	Ms S Shaw	
Charity number	1031800	
Company number	2884347	
Registered office	Lewis Gardens High Street Colchester Essex CO1 1JH	
Auditors	Whittles Whittle & Partners LLP The Old Exchange 64 West Stockwell Street Colchester Essex CO1 1HE	
Solicitors	Ellisons Headgate Court Head Street Colchester Essex CO1 1NP	

FIRSTSITE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Bankers

HSBC
26 High Street
Colchester
Essex
CO1 1DG

CCLA Investment Management Limited
COIF Charity Funds
80 Cheapside
London
EC2V 6DZ

Lloyds Bank
22 High Street
Colchester
Essex
CO1 1DU

FIRSTSITE LIMITED

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FIRSTSITE LIMITED

CHAIR'S STATEMENT AND INTRODUCTION

FOR THE YEAR ENDED 31 MARCH 2019

This is my first Statement as Chair of Firstsite and I am proud and honoured to hold such a position at such an arts institution. What we do is enormously important and has a profound effect on our audiences locally, nationally and internationally. I believe Firstsite to be a ground-breaking place whose cultural advances are of national significance and impact, and with a thrilling and engaging future before it.

In the past year, our activities reveal how directly, successfully and winningly the team is putting our vision into action.

Put simply, our mission to promote the arts in society for the benefit of the public, specifically the inhabitants of Colchester and East Anglia can be seen to have flourished throughout the year. Being First for Everyone is not easy, but we have managed it by presenting world class art with imagination and innovation in a way that engages more people from a wide social reach every month.

We have now completed Year 2 of Creative Together, our Business Plan, and we have built upon our status as an Arts Council of England National Portfolio organisation. The recent three-year appointment of Firstsite as an Arts Council Collection National Partner is a direct result of our newly regenerated status and solidity and will only add to Firstsite's position as a nationally regarded centre for contemporary and modern art.

Our strategic objectives are:

- To be an outstanding, radical and disruptive art gallery
- To bring lots of different people together to enjoy art and culture free of charge
- To be bold in improving diversity and inclusion
- To champion the needs and position of children and young people
- To be financially robust and share our resources
- To be excellent at all times in our governance and management

As you will see, we have achieved all the above. Our successes in delivering each of these objectives include:

- Connecting with world-class partners and major arts practitioners in order to celebrate our local culture and heritage. Working with the nationally acclaimed 14/18 NOW, established to mark the 100th anniversary of the First World War, we were able to examine Colchester's military past and present as the nation's oldest Garrison Town. This was achieved by our commission of new work by the internationally feted arts collaboration RAQS Media Collective. We co-commissioned the statue of Millicent Fawcett by the Turner Prize-winning artist Gillian Wearing OBE which now stands permanently in Parliament Square and which was unveiled to national and international headlines and acclaim. The two-year commissioning period saw Firstsite working with the Mayor of London's office and Firstsite hosted the only national exhibition showing the process behind the making of this memorable and important sculpture.

- We have consolidated and empowered our marketing and communications department. Bringing all our communications in-house has not only been economically prudent but also meant that Firstsite achieved its 3rd highest audience attendance on record. This year we welcomed 131,000 visitors. All our marketing and communications are delivered by colleagues living in the region, and a local agency handles our PR work. We are already working on a major overhaul of our website which will drive more visitors to Firstsite next year.

FIRSTSITE LIMITED

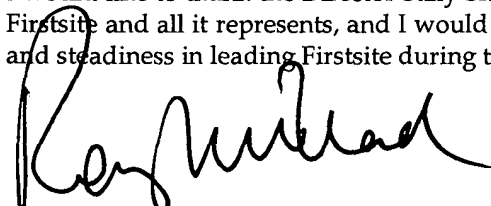
CHAIR'S STATEMENT AND INTRODUCTION

FOR THE YEAR ENDED 31 MARCH 2019

- We are actively working on the removal of cultural barriers to our activities. Inspired by the work of John Ball, one of Colchester's most historic and influential figures, and a man who was martyred for his insistence on social equality, Firstsite have radically changed the way we curate and present our programmes. In short, we have opened out the curatorial process so everyone can feel represented. This breakthrough has led to Firstsite becoming one of three galleries in England to be appointed to host the Arts Council England's art collection. Our programme of work will engage six different local communities representing people whose voices are not typically heard and who are underrepresented in the contemporary art world.
- Addressing the challenges faced by children and young people of the area. 25% of children and young people in Colchester are living below the poverty line. We have made significant strides to open out Firstsite to these young people and ensure they feel the art gallery is for them. We have attracted significant financial resources to the organisation from funders including BBC Children in Need, and the NHS, to found programmes such as Firstsite Holiday Fun wherein free art, meals and sports activities are provided for thousands of low income families during school holidays. This is a radical and innovative programme that we intend to roll out throughout the region, and which we believe will have significant influence on similar institutions nationwide.
- Growing our income generation. Our commercial activities through our shop, cinema, private hire, food and classes continued to develop during the last 12 months. Our hires programme has successfully tested a Christmas Party programme that can be expanded in the coming years, and our shop is turning a steady profit. Our art classes have been a hit and will be scaled up in the future to become a professional development programme for people at all stages in their artistic journey from novice to Turner Prize-winner.
- Strengthening the team and the Board. We have focused significant resources on training the team and Board around issues such as mental health first aid, team working and financial resilience particularly with relation to procurement. As a result, we are a more agile, supportive and transparent organisation throughout. Firstsite ran a rigorous and wide-ranging programme to appoint a new Chair of Trustees. I joined the Board as Chair in March 2019.

Reading through this statement I would like to acknowledge and thank the entire team, the executive and the Board of Firstsite for a remarkable year of achievement. Firstsite has made huge gains in local engagement and national recognition. It is funded by national bodies and supported enormously by local organisations. It has achieved national acclaim. It has welcomed in more people from groups who typically do not visit art institutions. Most crucially, it continues to present an ongoing programme of work that is enlivening, provocative, intelligent and fascinating, and a programme that is free of charge at the point of entry. It is a huge asset to the town and the region and I have every reason to believe we will continue to be so.

I would like to thank the Director Sally Shaw for her vision, strength of leadership and passionate advocacy for Firstsite and all it represents, and I would like to thank Professor Atul K Shah, the interim Chair, for his loyalty and steadiness in leading Firstsite during the last year.



Ms Rosie Millard OBE

Trustee

Dated: 31 July 2019

FIRSTSITE LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

The Trustees present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the group's Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

The charity's object and its principal activity is to promote the arts in society, in particular the visual and media arts, for the benefit of the inhabitants of Colchester in particular and the surrounding area in East Anglia in general by developing public appreciation of the arts and by improving public access to and the quality of the arts. The organisation is a national leader in commissioning contemporary, exhibiting it in the organisation's building and providing innovative new learning opportunities for the public to understand and appreciate new and existing art.

The charity's objective is to increase its reach into the community with a programme of exhibited artwork and associated learning activities. The strategy for the artistic programme is to exhibit artwork that included new art that engaged with a broad audience, show work from established artists and to produce an innovative thematic exhibition. The learning programme's aims were to find appropriate and interesting ways to engage with hard to reach sections of the community, attract school visits to exhibitions and artist led workshops and to encourage more members of the community to participate in a creative activity.

Vision

A thriving art gallery and a vibrant cultural organisation that is valued and admired locally, regionally and internationally, serving diverse communities

Mission

To inspire people through innovative art and culture that contributes to the wellbeing, learning and economy of the surrounding areas.

Values

Inclusion: equality of access and opportunity combined with best practice to help engage with our audiences, artists, hard-to-reach groups, partners, suppliers and staff.

Quality: the use of analytics to help us continuously improve customer experience and how we work and make decisions, to ensure we make measureable impacts.

Innovation: working collaboratively with our stakeholders, partners and funders to ensure we are continuously looking for better ways of working and achieving higher returns on investment.

Professionalism: adopting best practice in all that we do to ensure that we are well governed, well managed and seen as an effective asset for the communities we serve.

FIRSTSITE LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Our business plan – Creative Together – has achieved the incredible success of our return to Arts Council England's National Portfolio ensuring core funding for the next four years. However, the business model will mean considerably reduced funding to our artistic programme. This means the challenge to create and implement excellent content is even greater and calls on our small team to be entrepreneurial, outward looking and collaborative in every aspect of our work, driving commercial activity and seeking new partners and investors.

This year has proven what a difference Firstsite can make to community life despite these considerable challenges. The following report demonstrates some of the impacts we are beginning to make as well as outlining some of our future plans.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the group should undertake.

Achievements and performance

1. Be financially resilient and share our resources

Strategic Objective: Successfully apply to the Arts Council England National Portfolio to confirm core funding for the next four years.

Firstsite wrote a successful application supported by a new four-year Business Plan – Creative Together – that has secured £3.2m of core funding. Further to this, Firstsite has designed and implemented its new Trusts and Foundations Plan which yielded in 2018-19 £352,000 unrestricted and restricted funding.

2. Be excellent in our Governance and management

Headline KPI: Reduce Firstsite's overall organisational risk ratio from 0.6 in 2017/18 to 0.4 by 2021/22 by continuously assessing immediate and long-term risk and improving mitigation plans.

Firstsite has been successful in reducing its risk ratio. This has been achieved through improving financial and operational stability. Firstsite is introducing a risk review panel representing both trustees and operational managers to assess risks and agree plans to mitigate risks. We have also reviewed operational objectives across the team so that risk mitigation is being embedded into the day to day operations, making risk management a live activity.

FIRSTSITE LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

Financial review

The charitable company continues to endeavour to implement its risk management strategy and reserves policy in line with its business planning for the full operation of the building and the carrying out of its charitable objectives.

The policy is to have 3 months of expenditure covered by unrestricted reserves at any time and the trustees are working towards achieving this. The accumulated surplus in the unrestricted fund account at 31 March 2019 was £164,479 and there were restricted funds of £112,495.

The trading activities of the group are carried out by Firstsite Enterprises Limited, a wholly owned subsidiary, whose results are included in these consolidated financial statements. The Trustees were satisfied with the performance of the trading subsidiary which achieved an operating surplus of £120,924, of which £92,059 was donated to the charity during the year with a further £45,000 to be donated post year end.

The end of the 2018-19 financial year resulted in a net surplus of £15,955. Income overall has increased from the prior year by £318,158, reflecting the funding from trusts and foundations received to support the production of exhibitions and the improvement in trading activity. 2018-19 did not feature a very high profile exhibition similar to Grayson Perry, which in 2017-18 had a significant impact upon commercial trading activity. Therefore, this financial year reflects a "base" operating performance and has still resulted in improved income generation from the prior year.

Expenditure overall increased from the prior year by £139,217, this increase is reflective of the activity during the year, together with some operating cost increases. Energy costs increased following significant price change in market prices at the point of renewing a 3-year contract. Prices have been fixed again via a commercially benchmarked 3-year fixed price contract. Firstsite operates in a unique building that is open to the public 362 days per year, which puts pressure on the costs of maintenance and repairs, reflecting the increase in costs this year. Staff costs have increased from the prior year, reflecting the need to expand the team to increase capacity across education, projects, fundraising and operations.

2018-19 was a year of change for Firstsite, with changes to the membership of the board, the chair and senior management team. All these changes have been positive enabling Firstsite to develop upon the foundations it has made to be more financially resilient. The restructuring of the role of Director of Finance & Operations has enabled the development of robust financial control and governance. The recruitment of a new post of Head of Audience & Communication has moved the marketing and communications role from a consultancy supply structure to being controlled internally. This has already impacted positively on the effectiveness marketing activity upon trading activity. The recruitment and appointment of the new chair in March 2019 has been a significant appointment for Firstsite, which will have a major impact upon raising the profile of Firstsite and its future development.

Tangible net fixed assets reduced £70,463 (2017-18: £120,676). This movement in assets reflects the depreciation charge based upon the Charity's accounting policies.

Debtors are higher at the year-end (£215,516) compared to 2017-18 (£146,024), this year the closing debtors included for a single large invoice (£75,000) that was raised in March, which was paid post year end. Debtors also includes for the Exhibition Tax Relief claim of £78,650 for 2018-19 (2017-18: £35,294). Creditors falling due within one year of £289,692, includes for £150,000 deferred income from Essex County Council who released their remaining funding early, £100,000 of this will be released in 2019-20 financial year.

The trustees have formed a judgement, at the time of approving the financial statements, that based upon funding secured and actions taken in 2019, the group will continue its activities for the foreseeable future charities core activities, resulting in the net movement in funds of £15,955.

Firstsite remains a going concern.

FIRSTSITE LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

It is the policy of the group that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the group's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Funding continues to be awarded by Arts Council England, Colchester Borough Council and Essex County Council, which is dependent on Firstsite achieving a number of performance objectives. Firstsite was successful in its application to Arts Council England in March 2019, and was awarded the prestigious status of National Partner for three years. This project attracts £500,000 of funding from 2019 to 2022 for exhibition, education and development activity enabling Firstsite access to and show artwork from the Arts Council National Collection.

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. In addition, the Trustees consider other risks to the continuance of Firstsite as an artistic learning and viewing venue. The major risks to which the charity is exposed, as identified by the trustees, include the financial position and facilities available, have been reviewed and a system has been established to mitigate those risks. The Trustees continue to work closely with the major sponsors of Firstsite to ensure common objectives and activities are achieved to ensure continued support.

Creative Objective

Connect with Colchester's garrison, health & wellbeing and student communities through a programme that explores 'culture and conflict' on the occasion of the 100th anniversary of the end of WW1

Audience Objective

Maintain audience attendance at 150,000 by creating a robust Communications Plan for the year which includes strategies to increase the digital database of contacts by at least 50% to 15,000 contacts.

Diversity Objective

Review and update Firstsite's recruitment policies and procedures to achieve diversity targets for Board, staff and volunteers

Children & Young People Objective

Secure long-term funding from two major national organisations to design and implement the three-year talent pipeline leading into Firstsite's 10th anniversary in 2021 including delivering 25 Arts Awards within the period.

Resilience Objective

Achieve, and where possible, exceed all income generation targets from commercial and development activities, focusing especially on a refreshed corporate hires offer, a cinema programme that creates synergies with Curzon cinemas and a reinvigorated day-time and evening food offer, expanding the pool of trusts and foundations support alongside.

FIRSTSITE LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Structure, governance and management

The group is a company limited by guarantee.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr G C Armitage

Mr R C Hirst

Mrs J R Knowles

Mr R Perera

(Resigned 28 May 2019)

Mr T J Young

Mr M F Durham

(Resigned 25 July 2018)

Ms S Lissimore

(Appointed 25 July 2018 and resigned 10 January 2019)

Mr T Field

(Appointed 20 October 2018)

Ms Rosie Millard OBE

(Appointed 10 January 2019)

Mr R A Polom

Mr A K Shah

Mr M Blackburn

Ms J Obasa

Ms C Winters

Trustees are recruited via an agreed procedure:

- Establish and agree the competencies required;
- Advertise the positions in the public appointments website and other appropriate media and invite other applicants;
- Carry out a paper short-listing exercise comparing experience and qualifications etc., against the preferred criteria;
- Carry out structured, competency based interviews with members of the Nominations and Remuneration Committee and the Chair of the Managing Board and score the evidence against the pre-determined rating scale. Follow up with competency based references;
- Arrange a meeting of the Nominations and Remuneration Committee to decide on the successful candidates;
- Put the names of successful candidates to a meeting of the Board of Trustees for formal approval.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Induction and training of new trustees

New trustees undergo a period of training to brief them on their legal obligations under Charity and Company Law, the content of the Memorandum and Articles of Association, the decision making process, the business plan and recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

FIRSTSITE LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Organisational Structure

The Board of Trustees meets at least quarterly to review the policy, strategy and medium and long term planning needs of the organisation.

The Finance and Enterprise Committee meets regularly with the Finance Director and Director to ensure that the organisation is focused on the Business Plan priorities whilst managing risks proactively. Lead Trustees have been nominated to support Programme Development, Community Engagement and Learning ensuring more collaborative working between the executive and non-executives. Trustees will be nominated to lead on Diversity and Inclusion Action Planning, Communication and Digital.

The work of the Innovation and Enterprise Group led by the chair has now been incorporated into the Finance and Enterprise Committee and continues to help drive income generation through Firstsite Enterprises Ltd's auditorium, retail, accommodation hire, catering and hospitality services.

A Company Secretary role is appointed from amongst the Trustees to help continually develop our governance arrangements ensuring we adhere to best practice. Firstsite has also appointed a Vice Chair to take on duties and responsibilities in the absence of the Chair.

The Board of Trustees delegate day-to-day management to the Director, Ms S Shaw. Please note that Ms S Shaw is not a formal Director at Companies House.

Wider network

Firstsite has a close relationship with Arts Council of England, which is a charity, Colchester Borough Council and Essex County Council, all of which provide funding to enable Firstsite to carry out its charitable objectives. Firstsite is also an active member of the +Tate network and the Contemporary Visual Arts Network, contributing to sector-wide strategic projects that support increased access to art and culture across the UK.

Related parties

Firstsite Enterprises Limited is a wholly owned subsidiary company and operates the commercial aspect of the organisation which includes a number of elements. 15 Queen Street offers a creative hub for local small and new businesses. At the year-end there were 10 resident members with creative skills ranging from illustration, crafts and marketing with a mix of charity, and social enterprise status.

The other activities that comprise those of Firstsite Enterprises Limited include managing the hire of spaces in Firstsite's building and organising events, conferences and meetings; the provision of a permanent café in the building which is open for food and drink 7 days a week; the provision of a shop selling art related items that includes locally produced artwork and craft. The operation of the auditorium which is used to screen live performances and with the partnership with Curzon Cinemas, a full film programme. In addition, there are a number of related talks and debates which are on offer to the public.

The commercial activity produced an income that allows Firstsite to show informative and interesting art exhibitions as well as the provision of educational workshops and classes that are free to attend or are offered at a subsidy.

Auditor

In accordance with the company's articles, a resolution proposing that Whittles be reappointed as auditor of the company will be put at a General Meeting.

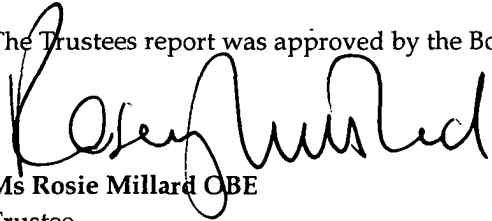
FIRSTSITE LIMITED

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees report was approved by the Board of Trustees.



Ms Rosie Millard OBE

Trustee

Dated: 31 July 2019

FIRSTSITE LIMITED

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2019

The Trustees, who are also the directors of Firstsite Limited for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the group will continue in operation.

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

FIRSTSITE LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF FIRSTSITE LIMITED

Opinion

We have audited the financial statements of Firstsite Limited (the 'group') for the year ended 31 March 2019 which comprise the consolidated statement of financial activities, the consolidated and parent company balance sheets, the consolidated statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable group and company's affairs as at 31 March 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 30 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

FIRSTSITE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF FIRSTSITE LIMITED

Other information

The Trustees is responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees report.

We have nothing to report in respect of the following matters in relation to which 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' exemptions in preparing the Trustees report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees responsibilities, the Trustees, who are also the directors of the group for the purpose of company law, is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees is responsible for assessing the group's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

FIRSTSITE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF FIRSTSITE LIMITED

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable group'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 groups' members those matters we are required to state to them in an auditors' 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 group and the charitable group's members as a body, for our audit work, for this report, or for the opinions we have formed.

Michael Greene BSc FCCA (Senior Statutory Auditor)
for and on behalf of Whittles

Chartered Accountants
Statutory Auditor

20 December 2019

Whittle & Partners LLP
The Old Exchange
64 West Stockwell Street
Colchester
Essex
CO1 1HE

FIRSTSITE LIMITED

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

		Unrestricted funds	Restricted funds	Total 2019	Total 2018
	Notes	£	£	£	£
<u>Income and endowments from:</u>					
Donations and legacies	3	1,075,269	-	1,075,269	1,070,153
<u>Charitable activities</u>					
Learning & education	4	30,538	93,580	124,118	11,097
Artistic programme	4	28,973	197,767	226,740	68,130
Investments	5	23,997	-	23,997	19,325
Other income	6	372,261	40,000	412,261	375,522
Total income and endowments		1,531,038	331,347	1,862,385	1,544,227
<u>Expenditure on:</u>					
<u>Raising funds</u>					
Costs of generating voluntary income	7	40,421	-	40,421	26,081
Trading costs	7	172,225	-	172,225	160,460
		212,646	-	212,646	186,541
<u>Charitable activities</u>					
Learning & education	8	294,668	44,457	339,125	217,788
Artistic programme	8	1,055,866	238,793	1,294,659	1,302,884
Total charitable expenditure		1,350,534	283,250	1,633,784	1,520,672
Total resources expended		1,563,180	283,250	1,846,430	1,707,213
Net (expenditure)/income for the year/ Net movement in funds		(32,142)	48,097	15,955	(162,986)
Fund balances at 1 April 2018		196,621	64,398	261,019	424,005
Fund balances at 31 March 2019		164,479	112,495	276,974	261,019

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

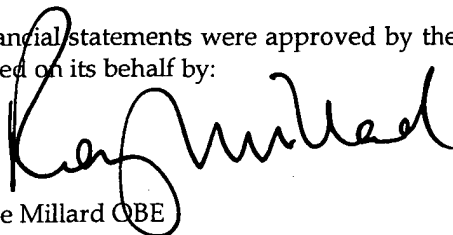
FIRSTSITE LIMITED

CONSOLIDATED BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	15		70,643		120,676
Heritage assets	14		14,880		14,880
Investment properties	16		195,000		195,000
			<u>280,523</u>		<u>330,556</u>
Current assets					
Stocks	19	38,970		29,487	
Debtors	21	215,516		146,024	
Cash at bank and in hand		31,657		71,647	
		<u>286,143</u>		<u>247,158</u>	
Creditors: amounts falling due within one year	22	<u>(289,692)</u>		<u>(299,138)</u>	
Net current liabilities			<u>(3,549)</u>		<u>(51,980)</u>
Total assets less current liabilities			276,974		278,576
Creditors: amounts falling due after more than one year	23		-		(17,557)
Net assets			<u>276,974</u>		<u>261,019</u>
Income funds					
Restricted funds	26	112,495		64,398	
Unrestricted funds		164,479		196,621	
		<u>276,974</u>		<u>261,019</u>	

The financial statements were approved by the board of directors and authorised for issue on 31 July 2019 and are signed on its behalf by:



Ms Rosie Millard OBE
Trustee

Company Registration No. 2884347

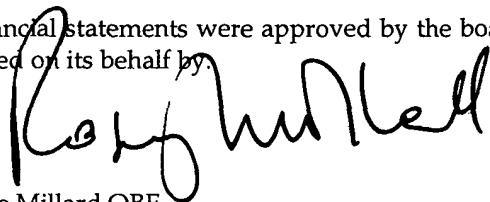
FIRSTSITE LIMITED

CHARITY BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	15		68,296		116,887
Heritage assets	14		14,880		14,880
Investment properties	16		195,000		195,000
Investments	17		100		100
			<u>278,276</u>		<u>326,867</u>
Current assets					
Debtors	21	209,013		128,534	
Cash at bank and in hand		12,497		61,529	
		<u>221,510</u>		<u>190,063</u>	
Creditors: amounts falling due within one year	22	(270,814)		(258,221)	
Net current liabilities			(49,304)		(68,158)
Total assets less current liabilities			<u>228,972</u>		<u>258,709</u>
Creditors: amounts falling due after more than one year	23		-		(17,557)
Net assets			<u>228,972</u>		<u>241,152</u>
Income funds					
Restricted funds	26	112,495		64,398	
Unrestricted funds		116,477		176,754	
		<u>228,972</u>		<u>241,152</u>	

The financial statements were approved by the board of directors and authorised for issue on 31 July 2019 and are signed on its behalf by:



Ms Rosie Millard OBE
Trustee

Trustee

Company Registration No. 2884347

FIRSTSITE LIMITED

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	32		34,644		(75,935)
Investing activities					
Purchase of tangible fixed assets		(5,627)		(9,593)	
Interest received		39		101	
Net cash used in investing activities			(5,588)		(9,492)
Financing activities					
Repayment of bank loans		(18,409)		(15,299)	
Net cash used in financing activities			(18,409)		(15,299)
Net increase/(decrease) in cash and cash equivalents			10,647		(100,726)
Cash and cash equivalents at beginning of year			414		101,140
Cash and cash equivalents at end of year			11,061		414
Relating to:					
Bank balances and short term deposits			31,657		71,647
Bank overdrafts			(20,596)		(71,233)

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

Firstsite Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Lewis Gardens, High Street, Colchester, Essex, CO1 1JH.

1.1 Accounting convention

The financial statements have been prepared in accordance with the group's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The group is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the group. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the group has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the group is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the group has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

The charity occupies a Council funded building within Colchester for a peppercorn rent. It has not been possible to ascertain an accurate market rate for inclusion in the financial statements due to the specialist nature of the building provided.

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

Income from grants is included in incoming resources when these are receivable, except as follows:

- when donors specify that grants given to the charity must be used in future accounting periods;
- when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the preconditions have been met;
- when donors specify that grants are for restricted purposes which do not amount to preconditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

1.5 Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Where the costs of charitable activities cannot be directly attributed to a charitable activity they are allocated proportionally between the artistic programme 76% (2018: 88%) and learning and education 24% (2018: 12%).

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant, equipment & auditorium	33.3% straight line
Fixtures and fittings	20% straight line
Gallery equipment & IT	25% straight line
Office IT	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Heritage assets consist of previously donated art. These assets are not depreciated as the value is not considered to diminish. During the year, the heritage assets have been revalued by an independent valuer for insurance purposes.

1.7 Investment properties

Investment property, which is property held to earn rentals and/or for capital appreciation, is held in the accounts at a historical valuation.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.10 Financial instruments

The group has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost.

Financial assets comprise cash at bank and in hand, together with trade and other debtors. A specific provision is made for debts for which recoverability is in doubt.

Cash at bank and in hand is defined as all cash held in instant access bank accounts and used as working capital. Investments, including those in subsidiary undertakings are held at fair value at the balance sheet date, with gains and losses being recognised within income and expenditure.

Financial liabilities held at amortised cost comprise all creditors except social security and other taxes, deferred income and provisions.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the group is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

1.14 Consolidation

The consolidated financial statements incorporate the financial statements of the charitable company and its subsidiary. As a consolidated statement of financial activities is published, a separate statement of financial activities for the parent company is omitted from the group financial statements by virtue of section 408 of the Companies Act 2006.

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

2 Critical accounting estimates and judgements

In the application of the group's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2019	2019	2019	2018
	£	£	£	£
Donations and gifts	48,292	-	48,292	22,136
Grants	1,026,977	-	1,026,977	1,048,017
	<u>1,075,269</u>	<u>-</u>	<u>1,075,269</u>	<u>1,070,153</u>
For the year ended 31 March 2018	<u>1,067,703</u>	<u>2,450</u>		<u>1,070,153</u>
Grants receivable for core activities				
Arts Council Essex	814,527	-	814,527	820,092
Colchester Borough Council	112,450	-	112,450	127,925
University of Essex	100,000	-	100,000	100,000
	<u>1,026,977</u>	<u>-</u>	<u>1,026,977</u>	<u>1,048,017</u>

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

4 Charitable activities

	Learning & education £	Artistic programme £	Total £	Total 2018 £
Sales within charitable activities	124,118	226,740	350,858	79,227
Analysis by fund				
Unrestricted funds	30,538	28,973	59,511	
Restricted funds	93,580	197,767	291,347	
	124,118	226,740	350,858	
For the year ended 31 March 2018				
Unrestricted funds	11,097	35,808		46,905
Restricted funds	-	32,322		32,322
	11,097	68,130		79,227

5 Investments

	Unrestricted funds	Total
	2019 £	2018 £
Rental income	23,957	19,224
Interest receivable	40	101
	23,997	19,325

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

6 Other income

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Other income	163,248	40,000	203,248	127,209
Room and venue hire	96,230	-	96,230	65,585
Auditorium programme	112,783	-	112,783	182,728
	<u>372,261</u>	<u>40,000</u>	<u>412,261</u>	<u>375,522</u>
For the year ended 31 March 2018	<u>375,522</u>	<u>-</u>		<u>375,522</u>

7 Raising funds

	Unrestricted funds 2019 £	Total 2018 £
<u>Costs of generating voluntary income</u>		
Staff costs	40,421	26,081
<u>Trading costs</u>		
Direct trading costs	172,225	160,460
	<u>212,646</u>	<u>186,541</u>

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

8 Charitable activities

	Learning & education 2019 £	Artistic programme 2019 £	Total 2019 £	Total 2018 £
Staff costs	121,255	377,399	498,654	450,035
Direct costs	43,867	276,648	320,515	265,506
	<u>165,122</u>	<u>654,047</u>	<u>819,169</u>	<u>715,541</u>
Share of support costs (see note 9)	159,948	600,149	760,097	761,873
Share of governance costs (see note 9)	14,055	40,463	54,518	43,258
	<u>339,125</u>	<u>1,294,659</u>	<u>1,633,784</u>	<u>1,520,672</u>
Analysis by fund				
Unrestricted funds	294,668	1,055,866	1,350,534	1,284,918
Restricted funds	44,457	238,793	283,250	235,754
	<u>339,125</u>	<u>1,294,659</u>	<u>1,633,784</u>	<u>1,520,672</u>
For the year ended 31 March 2018				
Unrestricted funds	124,916	1,160,002		1,284,918
Restricted funds	92,872	142,882		235,754
	<u>217,788</u>	<u>1,302,884</u>		<u>1,520,672</u>

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

9 Support costs

	Support costs	Governance costs	2019	2018
	£	£	£	£
Staff costs	303,407	-	303,407	309,171
Depreciation	55,660	-	55,660	104,629
Office costs	15,081	-	15,081	13,676
Insurance	33,857	-	33,857	34,036
Communication	36,277	-	36,277	35,421
Recruitment and training	30,854	-	30,854	19,448
Utilities	120,898	-	120,898	99,613
Building costs	102,663	-	102,663	86,260
Computer and telecoms	45,444	-	45,444	51,447
Licence and subscriptions	15,956	-	15,956	8,173
Audit fees	-	10,208	10,208	7,598
Non-audit fees	-	2,760	2,760	3,000
Legal and professional	-	26,524	26,524	15,777
Board and committee expenses	-	5,814	5,814	3,822
Bank charges	-	9,909	9,909	12,363
Corporation tax	-	(697)	(697)	697
	<u>760,097</u>	<u>54,518</u>	<u>814,615</u>	<u>805,131</u>
Analysed between				
Charitable activities	<u>760,097</u>	<u>54,518</u>	<u>814,615</u>	<u>805,131</u>

10 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

Fees payable to the group's auditors and associates:	2019	2018
	£	£
Audit of the groups annual accounts	<u>10,208</u>	<u>7,598</u>
Non-audit services		
All other non-audit services	<u>2,760</u>	<u>3,000</u>

11 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year, but two of them were reimbursed a total of £307 travelling expenses (2018 : two were reimbursed £180).

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
General	47	41

Employment costs

	2019 £	2018 £
Wages and salaries	782,763	721,426
Social security costs	44,164	47,053
Other pension costs	15,555	16,808
	842,482	785,287

The number of employees whose annual remuneration was £60,000 or more were:

	2019 Number	2018 Number
£60,000 - £70,000	1	1

13 Profit/(Loss) of Parent Company

As permitted by Section 408 of the Companies Act 2006, the profit and loss account of the parent company is not presented as part of these financial statements. The parent company's deficit was £12,180 (2018: £180,722).

14 Heritage assets Group and Charity

	2018 £
At 1 April 2018 and at 31 March 2019	14,880

During the year, the heritage assets have been revalued by an independent valuer for insurance purposes. The assets have been valued to be around £80,000.

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

15 Tangible fixed assets Group

	Plant, Fixtures and equipment & auditorium £	fittings £	Gallery equipment & IT £	Office IT £	Total £
Cost					
At 1 April 2018	192,079	337,396	359,976	48,708	938,159
Additions	-	-	5,627	-	5,627
At 31 March 2019	192,079	337,396	365,603	48,708	943,786
Depreciation and impairment					
At 1 April 2018	137,976	283,223	347,576	48,708	817,483
Depreciation charged in the year	24,954	24,553	6,153	-	55,660
At 31 March 2019	162,930	307,776	353,729	48,708	873,143
Carrying amount					
At 31 March 2019	29,149	29,620	11,874	-	70,643
At 31 March 2018	54,103	54,173	12,400	-	120,676

Charity

	Plant, Fixtures and equipment & auditorium £	fittings £	Gallery equipment & IT £	Office IT £	Total £
Cost					
At 1 April 2018	186,311	337,396	359,976	48,708	932,391
Additions	-	-	5,627	-	5,627
At 31 March 2019	186,311	337,396	365,603	48,708	938,018
Depreciation and impairment					
At 1 April 2018	135,997	283,223	347,576	48,708	815,504
Depreciation charged in the year	23,511	24,553	6,153	-	54,217
At 31 March 2019	159,508	307,776	353,729	48,708	869,721
Carrying amount					
At 31 March 2019	26,803	29,620	11,874	-	68,297
At 31 March 2018	50,314	54,173	12,400	-	116,887

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

16 Investment property Group and charity

	2019 £
Fair value	
At 1 April 2018 and 31 March 2019	195,000

Investment property comprises the long leasehold of 15 Queen Street, Colchester until the year 2160. Lloyds Bank PLC have a registered charge over the property.

The fair value of the investment property has been arrived at on the basis of a valuation carried out on 14 December 2009 by Nicolas Percival Chartered Surveyors, who are not connected with the group. The valuation was made on an open market value basis by reference to market evidence of transaction prices for similar properties. The Board of Trustees consider that the market value of the property is not materially different to that stated above.

17 Fixed asset investments Charity

	Notes	2019 £	2018 £
Investments in subsidiaries	18	100	100

18 Subsidiaries

Separate company financial statements are required to be prepared by law. Consolidated financial statements for the Firstsite Limited Group are prepared and publicly available.

Details of the group's subsidiaries at 31 March 2019 are as follows:

Name of undertaking and country of incorporation or residency	Nature of business	Class of shareholding	% Held Direct
Firstsite Enterprises Limited United Kingdom	Trading arm of charity	Ordinary	100.00

19 Stocks

	2019 £	2018 £
Shop stock	34,358	26,588
Bar stock	4,612	2,899
	<u>38,970</u>	<u>29,487</u>

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

20	Financial instruments		
	Group	2019	2018
		£	£
	Carrying amount of financial assets		
	Debt instruments measured at amortised cost	202,154	116,115
		<u></u>	<u></u>
	Carrying amount of financial liabilities		
	Measured at amortised cost	273,308	304,905
		<u></u>	<u></u>
	Financial instruments		
	Charity	2019	2018
		£	£
	Carrying amount of financial assets		
	Debt instruments measured at amortised cost	195,675	102,467
		<u></u>	<u></u>
	Carrying amount of financial liabilities		
	Measured at amortised cost	254,430	263,988
		<u></u>	<u></u>
21	Debtors		
	Group	2019	2018
		£	£
	Amounts falling due within one year:		
	Trade debtors	103,990	52,828
	Other debtors	99,523	71,096
	Prepayments and accrued income	12,003	22,100
		<u></u>	<u></u>
		215,516	146,024
		<u></u>	<u></u>
	Debtors		
	Charity	2019	2018
		£	£
	Amounts falling due within one year:		
	Trade debtors	97,511	36,844
	Amounts owed by subsidiary undertakings	-	2,336
	Other debtors	99,499	70,242
	Prepayments and accrued income	12,003	19,112
		<u></u>	<u></u>
		209,013	128,534
		<u></u>	<u></u>

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

22 Creditors: amounts falling due within one year Group

	Notes	2019 £	2018 £
Bank loans and overdrafts	24	36,652	88,141
Other taxation and social security		16,384	11,790
Trade creditors		50,344	148,210
Other creditors		6,978	5,775
Accruals and deferred income		179,334	45,222
		<u>289,692</u>	<u>299,138</u>

Creditors: amounts falling due within one year Charity

	Notes	2019 £	2018 £
Bank loans and overdrafts	24	36,652	88,141
Other taxation and social security		16,384	11,790
Trade creditors		35,238	115,363
Other creditors		6,978	5,775
Accruals and deferred income		175,562	37,152
		<u>270,814</u>	<u>258,221</u>

23 Creditors: amounts falling due after more than one year Group and charity

	Notes	2019 £	2018 £
Bank loans	24	-	17,557
		<u>-</u>	<u>17,557</u>

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

24 Loans and overdrafts Group and charity

	2019 £	2018 £
Bank overdrafts	20,596	71,233
Bank loans	16,056	34,465
	<u>36,652</u>	<u>105,698</u>
Payable within one year	36,652	88,141
Payable after one year	-	17,557
	<u>-</u>	<u>17,557</u>

The long-term loans are secured by a fixed charge over the investment property, 15 Queen Street.

The loan was taken out in February 2017 for a term of 36 months to facilitate the renovation of the auditorium. It will be repaid in equal instalments of £1,479 a month at an interest rate of 2.9% plus the base rate. Whilst there is a legal charge over the loan, there have been no restrictions imposed by the lender, Lloyds Bank.

25 Retirement benefit schemes

Defined contribution schemes

The group operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the group in an independently administered fund.

The charge to profit and loss in respect of defined contribution schemes was £17,970 (2018 : £16,808).

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

26 Restricted funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
<i>First Site Development Appeal</i>	47,654	-	(30,598)	17,056
<i>Esmee Fairbairn</i>	1,485			1,485
<i>Artwork fund</i>	14,880	-	-	14,880
<i>Collectors Group - Artists support</i>	14,602	2,164	(3,246)	13,520
<i>Tate - Circuit</i>	657		(220)	437
<i>Refugee Action Restaurant</i>	8,000		(1,133)	6,867
<i>The Britishness project</i>	21,884	-	(12,412)	9,472
<i>Bonze Age</i>	(50,116)	25,000	(11,656)	(36,772)
<i>Royal Opera House</i>	1,094		-	1,094
<i>Coode-Adams Firstsite Trust</i>	2,000	-	-	2,000
<i>Youth Music</i>		15,916	(12,561)	3,355
<i>Children in Need</i>		25,000	(19,773)	5,227
<i>Percil Bilton Charity</i>		500	-	500
<i>14/18 NOW</i>		148,107	(142,857)	5,250
<i>New Geographies - Wysing</i>		17,885	(55,446)	(37,561)
<i>Gillian Wearing (Coode-Adams)</i>		4,975	(9,798)	(4,823)
<i>Garfield Weston Lighting</i>		40,000	-	40,000
<i>Sasakawa Project</i>		1,800	(1,256)	544
<i>Holiday Fun #2</i>		50,000	-	50,000
<i>Other</i>	450	500	(180)	770
	<u>64,398</u>	<u>331,847</u>	<u>(301,136)</u>	<u>112,495</u>

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

26 Restricted funds

(Continued)

Firstsite Development Appeal

This relates to fixed assets purchased out of funds raised following a specific campaign for the development of Firstsite.

Esmee Fairbairn Foundation

Grant for Activity and Dissemination of Learning, continuation of dissemination and research, must only be used for this programme for outreach and community work.

Artwork Fund

This relates to works of art donated to the charity which are held as heritage assets.

Collectors Group - Artist Support

Funds raised by the Collectors' Group through Membership fees and special events to be used to support artists with the Collectors Group annual bursary awards and to contribute to specific Firstsite exhibition fundraising projects.

TATE - Circuit

Grant for the delivery of the Circuit Programme for young people aged 15-25 years to involve them in cultural production and embed them into the organisation. To be used only for delivery of the programme.

Refugee Action Restaurant (The Peoples postcode lottery)

Working with Syrian Refugee Community, providing facilities to enable people to mix; developing transferable skills & achieving qualifications

Garfield Weston Foundation - The Britishness Project

Supporting Learning & Education activities working with young people across Essex in a variety of educational settings to produce a set of works both authored and created by young people from national collections which give a high profile platform for young people's interpretations of British Values and Britishness.

Coode-Adams Firstsite Trust - The Britishness Project

Supporting Learning & Education activities working with young people across Essex in a variety of educational settings to produce a set of works both authored and created by young people from national collections which give a high profile platform for young people's interpretations of British Values and Britishness.

Bronze Age

This exhibition showed artefacts both old and new that were made from Bronze. Artefacts were loaned to Firstsite by the Hauser & Worth gallery. Costs incurred on this project were for the loan of artefacts and installation of the exhibition. £25,000 of funding towards this project was received during 2018-19. Further funding is being actively sought and residual costs will be funded from unrestricted funds.

Coode-Adams Firstsite Trust - Retail

Donation to support the commissioning of artist merchandise for sale in the gallery shop.

Children in Need

A programme to support young children from low socio-economic backgrounds with access to art and physical activities. Providing a food offering to families entitled to free school meals.

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

26 Restricted funds

(Continued)

14/18 Now

As part of the centenary of the first world war, 14/18 Now funded an exhibition by internationally renowned artists RAQS Media Collective, which explored the impact of post-traumatic stress affecting Indian soldiers who served in the first world war.

New Geographies - Wysing Arts.

The East Contemporary Visual Arts Network (ECVAN) launched New Geographies in May 2018, a three-year partnership between nine arts organisations in the East of England ECVAN asked people to nominate overlooked or unexpected places in the region that they find meaningful and interesting to them. The exhibition that was produced in collaboration with artist Susan Pui San Lok focussed upon the persecution of men and women in Essex who were branded as witches.

Gillian Wearing

This exhibition celebrated a new statute of Millicent Fawcett in parliament square - a prominent suffragist whose work was pivotal to raising the issue of women's rights. Funding of this exhibition has been received in part from Coode-Adams Trust. Further funding is due in during 2019-20.

Garfield Weston Foundation

Firstsite was awarded part funding to support a lighting renewal programme within the gallery areas of the building.

Holiday Fun

A follow up programme from the pilot programme funded by Children in Need earlier in the year. The success of this project has resulted in an expansion of the project to provide food and artistic activities for young children. This project will commence in early 2019-20.

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

27 Analysis of net assets between funds Group

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2019 are represented by:			
Tangible assets	53,587	17,056	70,643
Heritage assets	-	14,880	14,880
Investment properties	195,000	-	195,000
Current assets/(liabilities)	(66,722)	63,173	(3,549)
	<u>181,865</u>	<u>95,109</u>	<u>276,974</u>

Analysis of net assets between funds Charity

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2019 are represented by:			
Tangible assets	53,587	17,056	70,643
Heritage assets	-	14,880	14,880
Investment properties	195,000	-	195,000
Current assets/(liabilities)	(66,722)	63,173	(3,549)
	<u>181,865</u>	<u>95,109</u>	<u>276,974</u>

28 Financial commitments, guarantees and contingent liabilities Group and charity

The investment property, 15 Queen Street, was purchased with the aid of a grant. The terms of this grant state that Firstsite Limited might have to repay the donor their share of the net proceeds of the future sale of the property. Should the property be sold for its current net book value, Firstsite Limited may potentially be required to repay £100,000.

29 Operating lease commitments

At the reporting end date the group had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Within one year	1,781	4,406
Between two and five years	3,236	8,002
	<u>5,017</u>	<u>12,408</u>

FIRSTSITE LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

30 Auditors ethical standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts.

31 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2019 £	2018 £
Aggregate compensation	66,300	63,036
32 Cash generated from operations	2019 £	2018 £
Surplus/(deficit) for the year	15,955	(162,986)
Adjustments for:		
Investment income recognised in profit or loss	(39)	(101)
Depreciation and impairment of tangible fixed assets	55,660	104,628
Movements in working capital:		
(Increase) in stocks	(9,483)	(11,843)
(Increase) in debtors	(69,492)	(31,076)
Increase in creditors	42,043	25,443
Cash generated from/(absorbed by) operations	34,644	(75,935)