

ARTS INFORM

REPORT AND FINANCIAL STATEMENTS

31st March 2012

COMPANY REGISTRATION NUMBER 3090214

CHARITY REGISTRATION NUMBER 1052730



**Frank S Lachman
16b North End Road
Golders Green
London
NW11 7PH**

ARTS INFORM

Legal and Administrative Information

31st March 2012

TRUSTEES

Susan Mary Davidson
Gwenllan Margaret Evans
Fredrick Rienold Hyde-Chambers
Rob Wilson
Pim Baxter
Abigail Moss
Catherine Berney
Judith Ackrill

OFFICERS

Catherine Sutton - Director
Catherine Rose - Co- Director
Helen Thorn - Deputy Director

SECRETARY

John Brian Parker

REGISTERED OFFICE

37 Rushey Green
Catford
London
SE6 4AS

INDEPENDENT EXAMINER

Frank S Lachman
16b North End Road
Golders Green
London
NW11 7PH

BANKERS

NatWest
Blackheath and Westcombe Branch
13 Stratheden Parade
Old Dover Road
London
SE3 7SY

CHARITY REGISTRATION NUMBER 1052730

COMPANY REGISTRATION NUMBER 3090214

DIRECTORS' AND TRUSTEES' REPORT

The directors/trustees present their report and the financial statements for the year ended 31st March 2012

The information contained on page 1 to these accounts forms part of this report

DIRECTORS' RESPONSIBILITIES

Company Law which is also applicable to charitable companies in England and Wales requires the directors, who are also trustees of the company, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the results of the company for that period

In preparing those financial statements, the directors/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 company will continue in business

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

PRINCIPAL ACTIVITY AND CHARITABLE OBJECTIVE

The company's principal activity and charitable objects continue to be the Advancement of Education in the Arts for children in full-time learning

ORGANISATION AND CONSTITUTION

The company was incorporated on 11th August 1995 and is governed by its Memorandum and Articles of Association

The company is limited by guarantee and has no share capital. The guarantees of individual members are limited to £1.

The company is a registered charity, number 1052730

PUBLIC BENEFIT

In shaping the Charity, the trustees have considered the Charity Commissions Guidance Section 4 Charities Act 2006 on public benefit

DIRECTORS' AND TRUSTEES' REPORT (continued)

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

During 2011/12 Arts Inform delivered a number of key projects

Work-Related Learning in the Music Sector

This initiative, which began in 2010/11, culminated in November 2011. The project explored how the music sector could deliver work-related learning, models of best practice, the benefits to the sector of engaging with this area and impact on young people. We developed the project in collaboration with partners the Association of British Orchestras and Sound Connections, representing a broad cross section of music organisation across different genres. The project ended in November 2011 with a half day seminar event attended by music organisations, teachers and music services. Through the working group's debate, the case studies and the seminar, a much greater level of understanding and engagement was achieved.

Supporting the North East Music Education Workforce

In September 2011 Arts Inform was engaged by Youth Music to carry out a major piece of research. Supporting the North East Music Education Workforce. This research explored the range of skills and experience offered by Music Leaders in the region, looked at their training background, their access to CPD and what they perceived their development needs to be. Importantly, the research considered the perspective both of Music Leaders and their employers and those who commission participatory music activity.

Maths through Architecture RIBA partnership

Our collaboration with RIBA on the Maths through Architecture project ended in 2011. Four schools and architecture practices across the North West and London took part in a roll-out of the project which ended with an exhibition at the RIBA in May. New resources for teachers and architects were created and uploaded to the RIBA website. Arts Inform also commissioned a short introductory film to demonstrate the content and impact of the Architects in Residence project. This film is also available on the RIBA website.

Commissioned work

Arts Inform was commissioned by A New Direction (AND) to create a set of resources to support the mentoring element of CREATE Jobs. This piece of work drew on our particular area of expertise in work-related learning for young people in the creative industries and built on knowledge developed in past mentoring projects.

ArtsMark

Catherine Sutton trained as an ArtsMark Assessor and Moderator and assessed seven schools in East London. This work was beneficial to the organisation's knowledge of current practice in schools.

Staff

During the whole of 2011/12 the Deputy Director was on maternity leave. Her role was filled by Catherine Rose who worked in the capacity of Co-Director. As of June 2012 the Deputy Director has returned and is working alongside the Director. Catherine Rose will remain with Arts Inform as Research Consultant until March 2013. The team has therefore undergone an expansion both of capacity and expertise.

DIRECTORS/TRUSTEES

The directors/trustees set out below have held office during the whole year of this report unless otherwise stated.

Susan Mary Davidson
Gwenllian Margaret Evans
Fredrick Rienold Hyde-Chambers
Michael Sydenham MacKenzie
Rob Wilson
Pim Baxter
Abigail Moss
Catherine Berney
Judith Acknill

Resigned 27th March 2012

Appointed 30th November 2011

Appointed 30th November 2011

RESERVES POLICY

Arts Inform is a fixed term revenue client of Arts Council England and in order to operate also relies on project funding and earned income. The Board of Trustees have established a policy whereby the unrestricted funds held by the charity should cover a minimum of six months running costs (salaries and overheads). If the company were to suffer a significant loss of funding a reserve of £30,000 would be necessary to enable the company to review its activities and the means of supporting them in the future.

INDEPENDENT EXAMINER

A resolution proposing the re-appointment of Frank S Lachman as independent examiner will be submitted at the Annual General Meeting.

INVESTMENTS

The charity has no investments.

DIRECTORS' AND TRUSTEES' REPORT (continued)

ASSETS

The movement in fixed assets is shown in Note 6 to the accounts

RELATED PARTIES

The charity has relationships with other charities on a project-by-project basis

RISK MANAGEMENT

The company undertakes periodic reviews for different areas of risk including insurance cover, health and safety policies in the workplace and whilst performing, working with young children, financial affairs, personnel practices, ICT technology

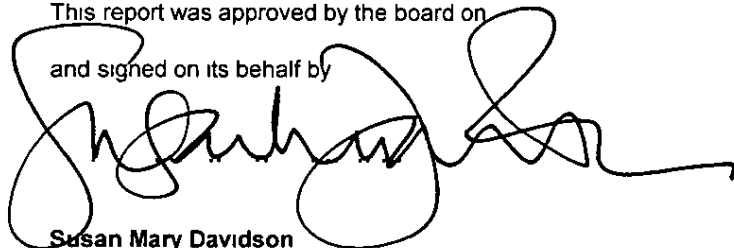
RESERVES

The movement in reserves is shown in note 9 to the accounts

This report has been prepared in accordance with the provisions in Section 419(2) of the Companies Act 2006 applicable to companies subject to the small companies regime

This report was approved by the board on

and signed on its behalf by

A large, stylized handwritten signature in black ink, appearing to read 'Susan Mary Davidson', is written over the text 'and signed on its behalf by'.

Susan Mary Davidson
Director/Trustee

Independent Examiner's Report on the Accounts

I report on the financial statements for the year ended 31st March 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes set out on pages 6 to 12

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under the Charities Act 2011 (the Act) and that an independent examination is needed

It is my responsibility to

examine the accounts under section 145 of the Act,

to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and

to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1 which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that

proper accounting records are kept (in accordance with section 130 of the Act), and

accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached


Frank S Lachman
Chartered Accountant
Independent Examiner

16b North End Road
London NW11 7PH

ARTS INFORM

Statement of Financial Activities (incorporating an Income and Expenditure Account) For the Year Ended 31st March 2012.

	Notes	Restricted Funds		Unrestricted Funds		Total Funds 2012	Total Funds 2011
		Income	Capital	Designated	General		
Incoming resources from Generated Funds							
- Voluntary income	2	46,645	-	-	59,324	105,969	76,997
- Investment income		-	-	-	127	127	77
Total incoming resources		<u>46,645</u>	<u>-</u>	<u>-</u>	<u>59,451</u>	106,096	<u>77,074</u>
Resources expended	4						
Cost of Generating Funds		-	-	-	23,024	23,024	32,919
Charitable Activity Costs		16,141	-	-	33,825	49,966	48,833
Governance Costs		-	-	-	5,687	5,687	7,544
Total resources expended		<u>16,141</u>	<u>-</u>	<u>-</u>	<u>62,536</u>	78,677	<u>89,296</u>
Net (outgoing)/incoming resources for the year		30,504	-	-	(3,085)	27,419	(12,222)
Balance brought forward at 1st April 2011		-	-	30,000	7,987	37,987	50,209
Transfers between funds		-	-	-	-	-	-
Balance carried forward at 31st March 2012	9	<u>30,504</u>	<u>-</u>	<u>30,000</u>	<u>4,902</u>	65,406	<u>37,987</u>

The statement of Financial Activities reflects the results of continuing activities for the year

There were no recognised gains or losses other than the net outgoing resources for the year

The net outgoing resources for the year have been calculated on the historical cost basis

The notes on pages 8 to 12 form part of these accounts

ARTS INFORM

Balance Sheet at 31st March 2012

	Notes	2012	2011
		£	£
FIXED ASSETS			
Tangible assets	6	546	1,092
CURRENT ASSETS			
Debtors	7	2,328	557
Cash at bank and in hand		65,395	68,355
		<u>67,723</u>	<u>68,912</u>
CREDITORS- AMOUNTS FALLING DUE WITHIN ONE YEAR			
	8	<u>2,863</u>	<u>32,017</u>
NET CURRENT ASSETS		<u>64,860</u>	<u>36,895</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>65,406</u>	<u>37,987</u>
FUNDS			
Restricted Funds		30,504	-
Unrestricted Funds - General		4,902	7,987
- Designated		30,000	30,000
	9	<u>65,406</u>	<u>37,987</u>

a) For the year ended 31 March 2012 the company was entitled to exemption under section 477(2) of the Companies Act 2006

(b) No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006

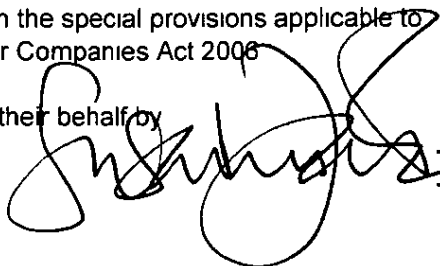
(c) The directors acknowledge their responsibility for

i ensuring the company keeps accounting records which comply with section 386, and
 ii preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company

(d) The accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime under Companies Act 2006

Approved by the directors on

, and signed on their behalf by

 - Director
 - Director

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable accounting standards and the Charities SORP (2005)

(a) Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008)

(b) Tangible Fixed Assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows

Fixtures, fittings and equipment	- over 4 years
Computer equipment	- over 3 years

(c) Incoming Resources

Income derived from co-production agreements, performance fees and other sales is credited to the Statement of Financial Affairs (SOFA) in the period to which it relates on the basis of entitlement - excluding value added tax. Grants and donations represent amounts from individuals, corporations, trusts and other funding bodies and are credited to the SOFA in the year in which they are receivable.

(d) Resources expended

All expenditure is accounted for on an accruals basis excluding value added tax.

Costs are allocated to a category in the SOFA either because such costs are directly incurred in relation to such category, or because they are support costs in respect of which an apportionment has been made between the SOFA categories.

Support costs consist of infrastructure costs for salaries, premises, office administration. Such costs are apportioned on a reasonable and consistent basis to the various SOFA categories with a view to determining, as accurately as possible, the total resources expended for each category. The basis of apportionment used is either a function of staff time applied to a given activity, or an estimate of the proportion of costs associated with the same, or a combination of both.

Direct and Support costs are separately shown by natural classification in Note 5 to these accounts for each SOFA category of cost.

(e) Taxation

The company as a registered charity (number 1052730) is exempt from taxation on most investment income insofar as it is applied for charitable purposes. The company is also exempt from taxation on capital gains.

ARTS INFORM

Notes to the Financial Statements For the Year Ended 31st March 2012

2 VOLUNTARY INCOME

	Restricted Funds	Unrestricted Funds	2012	2011
Grants and Contributions for General Running Costs				
- Arts Council of England	-	59,324	59,324	63,721
- Contribution to Core from Projects	-	-	-	1,327
Grants for Specific Purposes				
Arts Council of England				
Sound connections	1,000	-	1,000	-
Youth Music	617	-	617	-
Arts Mark Assessment	1,600	-	1,600	-
Income from the Keys to the Future Seminar	81	-	81	-
Royal Albert Hall	-	-	-	5,000
C C Skills	-	-	-	22,240
Architects in Residence	835	-	835	-
Music project	32	-	32	-
NE Music Workforce	8,275	-	8,275	-
Art Mark Moderator	240	-	240	-
Create Jobs Mentoring Programme	3,200	-	3,200	-
Unspecific Income				
Miscellaneous	248	-	248	-
Deferred Grants and Sponsorship				
Brought forward	30,517	-	30,517	15,226
Carried forward	-	-	-	(30,517)
	<u>46,645</u>	<u>59,324</u>	<u>105,969</u>	<u>76,997</u>

3 NET INCOMING RESOURCES

Net (outgoing)/incoming resources are stated after charging

Depreciation of tangible assets	546	546
	<u> </u>	<u> </u>

ARTS INFORM

Notes to the Financial Statements For the Year Ended 31st March 2012

4 RESOURCES EXPENDED

	Charitable Activity					
	Cost of Generating Funds	Restricted Costs	Unrestricted Costs	Governance Costs	Total 2012	Total 2011
<u>Direct costs</u>						
Staff fees and salaries (note 5)	8,283	6,212	26,920	-	41,415	36,602
Training and other Admin costs	-	-	-	-	-	-
Pension costs	-	-	-	-	-	1,500
Project costs	-	9,929	-	-	9,929	12,310
Research networking and website	-	-	1,383	-	1,383	2,361
Accountancy and professional	-	-	-	4,070	4,070	6,418
Board costs	-	-	-	1,071	1,071	580
<u>Support costs</u>						
Staff fees and salaries (note 5)	8,283	-	5,522	-	13,805	12,201
Premises costs	3,768	-	-	-	3,768	11,318
Office costs	2,690	-	-	-	2,690	5,460
Depreciation	-	-	-	546	546	546
Total 2012	23,024	16,141	33,825	5,687	78,677	89,296
Total 2011	32,919	17,801	31,032	7,544		89,296

5 EMPLOYEES

	2012	2011
Wages and salaries	50,203	44,609
Social security costs	5,017	4,194
	55,220	48,803
Freelance fees	-	-
	55,220	48,803

The average number of employees, analysed by function, was

	No	No
Administration	2	2
	2	2

No employee earned more than £60,000 during the year (2009 - none earned more than £60,000)

ARTS INFORM

Notes to the Financial Statements For the Year Ended 31st March 2012

6 TANGIBLE FIXED ASSETS

	Fixtures & Computer Equipment	Total
COST		
At 1st April 2011	5,850	5,850
Disposals	(4,212)	(4,212)
Additions	-	-
	<hr/>	<hr/>
At 31st March 2012	1,638	1,638
	<hr/>	<hr/>
DEPRECIATION		
At 1st April 2011	4,758	4,758
Disposals	(4,212)	(4,212)
Charge for the year	546	546
	<hr/>	<hr/>
At 31st March 2012	1,092	1,092
	<hr/>	<hr/>
NET BOOK VALUES		
At 31st March 2012	546	546
	<hr/>	<hr/>
At 31st March 2011	1,092	1,092
	<hr/>	<hr/>

7 DEBTORS

	2012	2011
Trade debtors	2,298	300
Prepayments	30	257
	<hr/>	<hr/>
	2,328	557
	<hr/>	<hr/>

8 CREDITORS- AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
Other taxes and social security costs	1,254	-
Grants and fees in advance	-	30,517
Accruals	1,609	1,500
	<hr/>	<hr/>
	2,863	32,017
	<hr/>	<hr/>

**Notes to the Financial Statements
For the Year Ended 31st March 2012**

**9 RECONCILIATION OF MOVEMENTS
IN FUNDS**

	Balance at 1 April 2011	Income	Expenditure	Transfers	Balance at 31 March 2012
Restricted Funds	-	46,645	(16,141)	-	30,504
Unrestricted Funds - General	7,987	59,451	(62,536)	-	4,902
Designated	30,000	-	-	-	30,000
	<u>37,987</u>	<u>106,096</u>	<u>(78,677)</u>	<u>-</u>	<u>65,406</u>

The above funds comprise.

Restricted Capital fund a fund for the equalisation of future fixed asset depreciation where assets have been purchased with capital grants

General Fund are moneys which can be used by the Trustees at their discretion for any purpose and which have not been designated by them previously

**10 ANALYSIS OF NET ASSETS
BETWEEN FUNDS**

	Tangible Fixed Assets	Net Current Assets	Total 2012	Total 2011
Restricted Funds	-	30,504	30,504	-
Unrestricted Funds				
General	546	4,356	4,902	7,987
Designated	-	30,000	30,000	30,000
	<u>546</u>	<u>64,860</u>	<u>65,406</u>	<u>37,987</u>

11 TRUSTEES

During the year, none of the trustees received any remuneration from the trust and no expenses were reimbursed to any of them