

## ARTS INFORM

### Legal and Administrative Information

31st March 2010

#### TRUSTEES

Susan Mary Davidson  
Gwenllan Margaret Evans  
Nadia Fall  
Fredrick Rienold Hyde-Chambers  
Michael Sydenham MacKenzie  
George Nicholson  
Rob Wilson  
Martin Buck  
Jo Harding  
Pim Baxter

#### OFFICERS

Linda Jane Payne  
Katherine Hill

#### SECRETARY

John Brian Parker

#### REGISTERED OFFICE

37 Rushey Green  
Cattford  
London  
SE6 4AS

#### INDEPENDENT EXAMINER

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

#### BANKERS

Coutts & Co  
440 Strand  
London  
WC2R 0QS

CHARITY REGISTRATION NUMBER 1052730

COMPANY REGISTRATION NUMBER 3090214

TUESDAY



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21/12/2010  
COMPANIES HOUSE

## **DIRECTORS' AND TRUSTEES' REPORT**

The directors/trustees present their report and the financial statements for the year ended 31st March 2010

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**

- a) Projects 2009-10     Greenwich Employer Engagement  
                                Creative and Media Diploma in Cambridge and Norwich (phases 1 and 2 - phase 2 ongoing)  
                                Architects in Residence Maths Through Architecture project pilot (ongoing)  
                                Swanning Around evaluation for the Royal Albert Hall, English National Ballet and WebPlay (ongoing)
- b) Website Launch     Arts Inform's new website has been designed, built and launched
- c) Board Development   A Board Development Plan has been commissioned and began being put into practice from January 2010 (ongoing)
- d) Staff changes        We note the resignation and subsequent death of our founding director Frances Morell  
                                Catherine Sutton was appointed Acting Director and subsequently confirmed as Director  
                                Katherine Hill, Deputy Director, left in order to start her family She was replaced in April by Helen Thorn

**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  
Nadia Fall  
Fredrick Rienold Hyde-Chambers  
Michael Sydenham MacKenzie  
George Nicholson  
Rob Wilson  
Martin Buck  
Jo Harding  
Pim Baxter

**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

**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

## ARTS INFORM

### DIRECTORS' AND TRUSTEES' REPORT (continued)

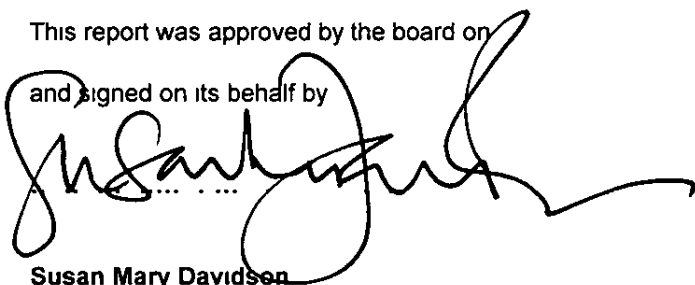
#### RESERVES

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', 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 2010 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 section 43(2) of the Charities Act 1993 (the Act), as amended by s 28 of the Charities Act 2006) and that an independent examination is needed

It is my responsibility to

examine the accounts (under section 43 of the Act, as amended),

to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), 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 41 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 2010.

	Notes	Restricted Funds		Unrestricted Funds		Total Funds 2010	Total Funds 2009
		Income	Capital	Designated	General		
<b>Incoming resources from Generated Funds</b>							
- Voluntary income	2	16,527	-	-	91,468	107,995	127,335
- Investment income		-	-	-	80	80	927
<b>Total incoming resources</b>		16,527	-	-	91,548	108,075	128,262
<b>Resources expended</b>	4						
Cost of Generating Funds		-	-	-	38,530	38,530	28,214
Charitable Activity Costs		23,452	-	-	47,530	70,982	80,394
Governance Costs		-	-	-	7,255	7,255	6,861
<b>Total resources expended</b>		23,452	-	-	93,315	116,767	115,469
Net (outgoing)/incoming resources for the year		(6,925)	-	-	(1,767)	(8,692)	12,793
Balance brought forward at 1st April 2009		-	-	30,000	28,901	58,901	46,108
Transfers between funds		6,925	-	-	(6,925)	-	-
<b>Balance carried forward at 31st March 2010</b>	9	-	-	30,000	20,209	50,209	58,901

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 2010

	Notes	2010	2009
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	6	-	-
<b>CURRENT ASSETS</b>			
Debtors	7	296	5,925
Cash at bank and in hand		69,403	91,150
		<u>69,699</u>	<u>97,075</u>
<b>CREDITORS- AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	8	<u>19,490</u>	<u>38,174</u>
<b>NET CURRENT ASSETS</b>		<u>50,209</u>	<u>58,901</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>50,209</u>	<u>58,901</u>
<b>FUNDS</b>			
Restricted Funds		-	-
Unrestricted Funds - General		20,209	28,901
- Designated		30,000	30,000
	9	<u>50,209</u>	<u>58,901</u>

a) For the year ended 31 March 2010 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

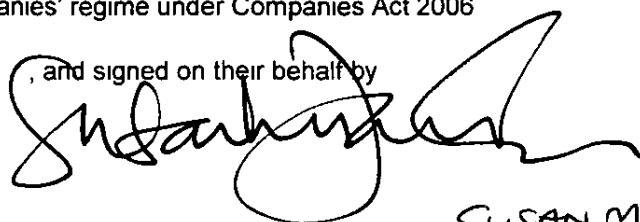
(c) The directors acknowledge their responsibility for

- 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

SUSAN MARY DAVIDSON

**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	- 25% straight line
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**(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 2010

#### 2 VOLUNTARY INCOME

	Restricted Funds	Unrestricted Funds	2010	2009
<b>Grants and Contributions for General Running Costs</b>				
- Arts Council of England	-	62,607	<b>62,607</b>	60,718
- Arts Council of England - Variation Grant	-	-	-	49,109
- Contribution to Core from Projects	1,500	6,850	<b>8,350</b>	14,500
<b>Grants for Specific Purposes</b>				
Greenwich Council	-	-	-	10,000
Royal Albert Hall	5,000	-	<b>5,000</b>	6,000
MLA	-	-	-	2,500
Arts Council	-	-	-	2,500
C C Skills	13,410		<b>13,410</b>	-
<b>Deferred Grants and Sponsorship</b>	(15,226)		<b>(15,226)</b>	(33,854)
	11,843	22,011	<b>33,854</b>	15,862
	<u>16,527</u>	<u>91,468</u>	<b><u>107,995</u></b>	<u>127,335</u>

#### 3 NET INCOMING RESOURCES

Net (outgoing)/incoming resources are stated after charging

Depreciation of tangible assets	-	137
Auditors' remuneration	-	850
	<u>-</u>	<u>987</u>

## ARTS INFORM

### Notes to the Financial Statements For the Year Ended 31st March 2010

#### 4 RESOURCES EXPENDED

	Cost of Generating Funds	Charitable Activity			Total 2010	Total 2009
		Restricted Costs	Unrestricted Costs	Governance Costs		
<b><u>Direct costs</u></b>						
Staff fees and salaries (note 5)	7,214	5,411	23,449	-	36,074	36,488
Training and other Admin costs	8,568	-	-	-	8,568	-
Pension costs	1,800	-	-	-	1,800	-
Project costs	-	18,041	-	-	18,041	19,289
Development recruitment and move	-	-	-	-	-	25,506
Research networking and website	-	-	19,271	-	19,271	1,544
Marketing and strategic reviews	-	-	-	-	-	53
Accountancy and professional	-	-	-	6,680	6,680	6,357
Board costs	-	-	-	575	575	367
<b><u>Support costs</u></b>						
Staff fees and salaries (note 5)	7,215	-	4,810	-	12,025	12,163
Premises costs	10,881	-	-	-	10,881	10,906
Office costs	2,852	-	-	-	2,852	2,659
Depreciation	-	-	-	-	-	137
<b>Total 2010</b>	<b>38,530</b>	<b>23,452</b>	<b>47,530</b>	<b>7,255</b>	<b>116,767</b>	<b>115,469</b>
<b>Total 2009</b>	<b>28,214</b>	<b>25,020</b>	<b>55,374</b>	<b>6,861</b>		<b>115,469</b>

#### 5 EMPLOYEES

	2010	2009
Wages and salaries	43,866	44,131
Social security costs	4,233	4,520
	<b>48,099</b>	<b>48,651</b>
Freelance fees	-	-
	<b>48,099</b>	<b>48,651</b>
The average number of employees, analysed by function, was		
Administration	No. 2	No 2
	<b>2</b>	<b>2</b>

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 2010

### 6 TANGIBLE FIXED ASSETS

	Fixtures fittings & equipment	Total
<b>COST</b>		
At 1st April 2009	4,212	4,212
Additions	-	-
At 31st March 2010	4,212	4,212
<b>DEPRECIATION</b>		
At 1st April 2009	4,212	4,212
Charge for the year	-	-
At 31st March 2010	4,212	4,212
<b>NET BOOK VALUES</b>		
At 31st March 2010	-	-
At 31st March 2009	-	-

### 7 DEBTORS

	2010	2009
Other debtors	-	350
Grants Receivable	-	5,250
Prepayments	296	325
	296	5,925

### 8 CREDITORS- AMOUNTS FALLING DUE WITHIN ONE YEAR

	2010	2009
Creditors	1,344	3,470
Other taxes and social security costs	1,090	-
Grants and fees in advance	15,226	33,854
Accruals	1,830	850
	19,490	38,174

## ARTS INFORM

### Notes to the Financial Statements For the Year Ended 31st March 2010

#### 9 RECONCILIATION OF MOVEMENTS IN FUNDS

	Balance at 1 April 2009	Income	Expenditure	Transfers	Balance at 31 March 2010
Restricted Funds	-	16,527	(23,452)	6,925	-
Unrestricted Funds - General	28,901	91,548	(93,315)	(6,925)	20,209
Designated	30,000	-	-	-	30,000
	<u>58,901</u>	<u>108,075</u>	<u>(116,767)</u>	<u>-</u>	<u>50,209</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 2010	Total 2009
Restricted Funds	-	-	-	-
Unrestricted Funds				
General	-	20,209	20,209	28,901
Designated	-	30,000	30,000	30,000
	<u>-</u>	<u>50,209</u>	<u>50,209</u>	<u>58,901</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