

# **Macclesfield Community Artspace**

# TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED

31st March 2015



Registered Charity No. 1153606

Registered Company No. 08290455

(England and Wales)

# Macclesfield Community Artspace

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## Macclesfield Community Artspace Legal and Administrative Information

**Trustees** 

A. J. Napier

(Chairman and treasurer)

L. Lewis

D. Chappell

(Secretary) Resigned 22 April 2014

S. Snowball

**Principal Address** 

Unit 3,

The Arsenal, Heapy Street, Macclesfield, SK11 7JB

Independent Examiner

Kingston Smith LLP

105 St Peter's Street

St Albans Hertfordshire AL1 3EJ

**Principal Bankers** 

The Co-operative Bank

P.O. Box 250, Delf House, Skelmersdale, **WN8 6WT** 

**Registered Charity Number:** 

1153606

**Registered Company Number:** 

8290455

## Macclesfield Community Artspace Trustees' Annual Report 2015

The trustees present their report and the financial statements for the year ended 31st March 2015.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing Document**

The company (08290455) was originally formed on incorporation on 12th November 2012. The company registered as a charity (1153606) in August 2013.

The company is governed by its Memorandum and Articles of Association which state that its objects are:

To promote for the benefit of the inhabitants of Macclesfield and the surrounding area the provision of community facilities for recreation of other leisure time occupation for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants, in particular but not exclusively by delivering a range of creative arts and community projects.

#### **Recruitment and Appointment of Trustees**

Trustees are recruited locally and refreshed annually in accordance with the governing document.

- D. J. Chappell appointed November 2012 Resigned 22 April 2014
- L. C. Lewis appointed November 2012
- A. J. Napier appointed November 2012
- S.P.Snowball appointed September 2013

#### **Trustee Induction and Training**

Trustees are encouraged to participate in the programmes of training provided by the CVS. All trustees are acquainted with the responsibilities of their role and duties and provided with the relevant Charity Commission literature.

#### **Risk Management**

The charity recognises the importance of funding from multiple sources to ensure sustainability. It is currently working under a short term business plan and funding strategy. The creation of a five year business plan is in process.

#### **Organisational Structure**

The charity is governed by the board of trustees who oversee the workings of the steering group and forum of the charities users.

#### **OBJECTIVES AND STRATEGIES**

The objects of the charity are: To promote for the benefit of the inhabitants of Macclesfield and the surrounding area the provision of community facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants, in particular but not exclusively by delivering a range of creative arts and community projects.

The principles of the charity include inclusivity, accessibility and recycling.

#### Staff and Volunteers

The charity operates totally through volunteers with the exception of occasional payment to professionals for specific projects. Without this valuable contribution of time and energy we would not have been able to achieve so much.

Macclesfield Community Artspace Trustees' Annual Report 2015 (continued)

#### **Objects and Strategy (continued)**

#### **ACHIEVEMENTS AND PERFORMANCE**

#### Review April 2014 to March 2015

Initial funding from The Big Lottery Fund allowed the charity to establish premises to operate from. There after several grants and local fund raising enabled the delivery of projects and activities including: 3D arts and creation, childrens' workshops, several sewing groups and specialist workshops. Together these activities have attracted over 200 participants per month. The trustees are particularly pleased to note that the projects were attended by different sections and need groups in the community this included older people, people with learning difficulties, vulnerable adults, etc.

#### **Public Benefit**

The Trustees are aware of the guidance issued by the Charity Commission and the requirement of the Charities Act 2011 in respect of this.

The review of the charity's strategy and achievement shows that it is operating to provide public benefit and that its services are readily available to all those who need them.

#### **Financial Review**

During the year 2014/15 the charity was in receipt of grant funding from Lottery Awards for All, Cheshire East Grant Fund, Peaks and Plains Housing Trust and The Harold Ward Fund for Hope. All of these grants run through into the following year. During the course of the year the charity raised funds through its own activities, friends scheme and donations and at the end of the year showed a surplus. The charity has no paid employees and the majority of expenditure was the provision of premises, materials and equipment.

Macclesfield Community Artspace
Trustees' Annual Report 2015
(continued)

#### RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial period which gives a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the trustees should follow best practise and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practise 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 charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking steps for the prevention and detection of fraud and other irregularities.

A J Napier (Chairman)

# Independent Examiners' Report to Members of the Macclesfield Community Artspace

I report on the accounts of Macclesfield Community Artspace for the year ended 31st March 2015, which comprise the Statement of Financial Activities, Balance Sheet and related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

#### Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of Independent Examination**

My examination was carried out in accordance with the 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 explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

In accordance with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements;
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

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

S. Vitiello
For and on behalf of
Kingston Smith LLP

**Chartered Accountants** 

23/12/15

105 St Peter's Street St Albans

Hertfordshire AL1 3EJ

| •  | Note | General<br>Fund<br>£    | Restricted<br>funds<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|--|------|-------------------------|--------------------------|--------------------|--------------------|
| Incoming Resources Incoming Resources from Generated Funds |      |                         |                          |                    |                    |
| Voluntary income   |      |                         | ·                        |                    |                    |
| . Donations and Friends scheme                             |      | 5,354                   | -                        | 5,354              | 1,344              |
| Activities for generating funds                            |      | -,                      |                          | -,                 | , -                |
| Events   |      | 2,268                   | -                        | 2,268              | 1,095              |
| Investment income  |      |                         |                          | -                  |                    |
| Bank interest  | 3    | 9                       | -                        | 9                  | 3                  |
| Incoming Resources from Charitable Activitie               | es   |                         |                          |                    | 10.100             |
| Grants   |      | 2,300                   | 11,150                   | 13,450             | 16,400             |
| Fees for providing entertainment and services              | _    | 2,115<br>               |                          | 2,115              |                    |
| Total Incoming Resources                                   | _    | 12,046                  | 11,150                   | 23,196             | 18,842             |
| Resources Expended   |      |                         |                          |                    |                    |
| Cost of generating funds                                   |      |                         |                          |                    |                    |
| Cost of generating voluntary income                        |      | -                       | -                        | -                  | -                  |
| Charitable outgoings                                       |      |                         |                          |                    |                    |
| Professional fees  |      | 664                     | 765                      | 1,429              | 1,300              |
| Consumables  |      | -                       | 1,966                    | 1,966              | 3,869              |
| Tools and equipment  |      | 30                      | -                        | 30                 | 3,026              |
| Property costs   |      | 8,451                   | 2,500                    | 10,951             | 5,573              |
| Vehicle Hire   |      | 700                     | -                        | -<br>990           | 71<br>1 175        |
| Insurance  |      | 790<br>60               | 200                      | 60                 | 1,175<br>40        |
| Telephone<br>Other expenses                                |      | 106                     | -                        | 106                | 107                |
| Other expenses   |      | 100                     | -                        | 100                | 107                |
| Governance costs   | 4    | 253                     | -                        | 253                | 13                 |
| Total Resources Expended                                   | -    | 10,354                  | 5,431                    | 15,785             | 15,174             |
| Net Income   |      | 1,692                   | 5,719                    | 7,411              | 3,668              |
|  |      | - <b>,</b> <del>-</del> | -, -                     | ,                  | •                  |
| Transfers between funds                                    |      | -                       | -                        | -                  | -                  |
| Balance brought forward at<br>1st April 2014               | _    | 2,651                   | 1,017                    | 3,668              |                    |
| Balance carried forward at 31st March 2015                 |      | 4,343                   | 6,736                    | 11,079             | 3,668              |
|  | =    |                         |                          |                    |                    |

### Macclesfield Community Arspace Balance sheet at 31st March 2015

|                                  | Note  | 2015<br>£ | 2015<br>£ | 2014<br>£ | 2014<br>£ |
|----------------------------------|-------|-----------|-----------|-----------|-----------|
| Current Assets                   | 5     |           |           |           |           |
| Prepayment                       |       | -         |           | 1,027     |           |
| Cash at bank and in hand         |       | 11,079    |           | 2,641     |           |
| ·                                |       | 11,079    |           | 3,668     |           |
| Net Current Assets               |       |           | 11,079    |           | 3,668     |
| Total Assets less Current Liabil | ities |           | 11,079    |           | 3,668     |
| Total Net Assets                 |       |           | 11,079    |           | 3,668     |
| Represented by:                  |       |           |           |           |           |
| Unrestricted Funds               | 6     |           | 4,343     |           | 2,651     |
| Restricted Funds                 | 7     |           | 6,736     |           | 1,017     |
|                                  |       |           | 11,079    |           | 3,668     |

For the financial period ended 31 March 2015 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006. No member of the charitable company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the charitable comapny as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board of Trustees on ... 22 12 15 ...... and signed on its behalf by:

A. J.Napier

Chairman

The accompanying notes form part of the financial statements

# Macclesfield Community Artspace Notes to the accounts

#### 1 Accounting Policies

The following notes outline the main accounting policies of the Macclessfield Community Artspace which have been used consistently in preparing these accounts.

#### (a) Basis of Accounting

These accounts have been prepared under the Historical Cost Convention and in accordance with the Statement of Recommended Practise: Accounting and Reporting by Charities (March 2005), applicable Accounting Standards (UK and Ireland) and The Charities Act 2011.

#### (b) Incoming Resources

All incoming resources are recognised in the period in which they are receivable which is when the Charity becomes entitled to the resource.

#### (c) Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Costs are apportioned between categories on a direct basis. Where costs are apportioned between these headings a consistent basis is used.

#### (d) Grants, Donations and Fund Raising

Income from grants, donations and fund raising is recorded in the financial period for which it was received.

#### (e) General Fund (unrestricted)

General funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose.

#### (f) Restricted Funds (including Asset Valuation Fund)

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of the grant application.

#### (g) Investments

Investments are valued at cost.

# Macclesfield Community Artspace Notes to the accounts (continued)

#### 2 Income Receivable

Income receivable represents amounts received in respect of the Society's donations and other fundraising receipts and all arises in the United Kingdom.

| 3 | Investment Income                                 | 2015<br>£        | 2014<br>£ |
|---|---|------------------|-----------|
|   | Bank interest                                     | 9                | 3         |
| 4 | Governance Costs                                  | 2015<br>£        | 2014<br>£ |
|   | Independent examination Return to Companies House | 240<br>13<br>253 | 13<br>13  |

## Macclesfield Community Artspace Notes to the accounts (continued)

#### 5 Current Assets

| 6 | Unrestricted Funds | Funds<br>Brought<br>Forward<br>£ | Income<br>£ | Expenditure<br>£ | Transfers<br>£ | Funds<br>Carried<br>Forward<br>£ |
|---|--------------------|----------------------------------|-------------|------------------|----------------|----------------------------------|
|   | General Funds      | 2 651                            | 12 046      | (10.354)         | _              | 4 343                            |

#### 7 Restricted Funds

| Funds<br>Brought<br>Forward<br>£ | Addition<br>£ | Expenditure<br>£ | Transfers<br>£ | Funds<br>Carried<br>Forward<br>£ |
|----------------------------------|---------------|------------------|----------------|----------------------------------|
| 1,017                            | 11,150        | (5,431)          |                | 6,736                            |

Total Funds 11,079

#### 8 Operating lease disclosure

#### **Financial Commitments**

At 31 March 2015 the charitable company was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2015.

|  | 2015<br>£ | 2014<br>£ |
|--|-----------|-----------|
| Operating leases which expire:<br>Between two and five years | 8,000     | 8,000     |