13



# Financial Statements of Community Arts Forum for the year ended 31st March 2003



# Index

# Page Number

Directors Report	3 & 4		
Report of the Independent Examiner	5		
Statement of Financial Activities	6		
Balance Sheet	7		
Notes to the Accounts	8 & 9		



### **Directors Report**

The Directors have pleasure in submitting their annual report together with the Financial Statements for the year ended 31st March 2003.

### **Principal Activity**

The Forum's main activity continues to be to create access to the arts and enable people to find their cultural voice.

### **Financial Performance**

Details of the results for the year are set out in the Statement of Financial Activities on page six.

### **Directors**

The Directors throughout the year were as follows:

Co-chairs	Jo Egan Gavin O'Connor Will Chamberlain (resigned November 2002)	Creative Writers' Network Wheelworks Belfast Community Circus School
Secretary	Majella McParland	Dock Ward Community Theatre
Treasurer	Renee Greig	Shankill Community Theatre
	J	Company
	David Boyd	BEAT Initiative
	Avril Crawford	Arts and Disability Forum
	Frances McCandless	NICVA
	Eddie Kerr	Verbal Arts Centre
	Jaci Wilde	Waterside Development Trust
	Syd Trotter	Greater East Belfast Community Arts
		Network
	Josh Schultz	New Belfast Community Arts Initiative
	Tom Kiernan	Rural Community Network
	Moya O'Hara	Stone Chair Community Theatre Company
	Joan Montgomery	Arts for All
	John Dean	South Belfast Cultural Society

### **Directors Report - continued**

### **Statement of Directors Responsibilities**

Company law requires the directors 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 profit or loss of the company for that period.

In preparing the financial statements the directors are required to: -

- -select suitable accounting policies and apply them consistently.
- -make judgements and estimates, which are reasonable and prudent.
- -prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue.

The directors 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 the Companies (Northern Ireland) Order 1986.

The directors are responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Secretary Mayella No.

<u>Date</u> 30.4.03

# Report of the Independent Examiner on the Unaudited Accounts of the Community Arts Forum.

### Year Ended 31st March 2003

We report on the accounts for the year ended 31 March 2003 set out on pages 6 to 9.

### Respective responsibilities of Directors and Independent Examiner

As described on page 3 the company's directors are responsible for the preparation of financial statements and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to report our opinion.

### Scope of examination

The examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations concerning such matters. We have not performed an audit and accordingly do not express an audit opinion.

### Report

We report that nothing has come to our attention in connection with our examination:

- 1. that gives us reasonable cause to believe that in any material respect:
  - a) accounting records have not been kept in respect of the company; or
  - b) the financial statements do not accord with those records.
- 2. to which in our opinion attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Bannon and Company

**North City Business Centre** 

**Duncairn Gardens** Belfast BT15 2GG.

Community Arts Forum				
Statement of Financial Activities for the				
	Unrestricted	Restricted	Total	2002
Incoming Resources	£	£	£	£
Belfast City Council	nil	16400	16400	20500
A. C. N. I.	nil	57029	57029	50500
Hosting Trainees	nil	nil	Nil	5200
Belfast Regeneration Office	nil	4716	4716	35284
Proteus	nil	nil	Nil	49234
Laganside	nil nil	13483	13483	20583 6000
N.I.V.T	nil	nil 44345	Nil 44345	4350
Lottery Boards(Audience Development) Trusts and small grants	nil	44343 nil	44343 Nil	5570
Sale of Publications	3395	Nil	3395	5515
Facilities, Membership & Resources Hire	8407	Nil	8407	28905
Sundry Income	530	Nil	530	2903
Workshops	6125	nil	6125	nil
Conferences and Seminars	3701	nil	3701	6935
Comoronous and Sommars	2,01	1111	3701	0,55
	22158	135973	158131	241480
Expenditure				
Salaries	nil	79367	79367	92511
Artist Fees	nil	6477	6477	21681
Childcare	nil	nil	nil	1841
Security	734	nil	734	667
Telephone	3703	Nil	3703	8494
Stationery, Print, Photo, Publications & Postage	4651	nil	4651	22159
Bank Interest and Charges	71	Nil	71	464
Accountancy	Nil	998	998	998
Evaluation	Nil	nil	nil	2949
Speakers, Seminars, Conferences & Travel	1430	3640	5070	14777
Advertising & Recruitment Costs	Nil	1580	1580	2003
Light and Heat	Nil	1724	1724	2510
Training	Nil	970	970	4811
Cleaning, Maintenance & Equipment	nil	751	751	3343
Insurances	Nil	3067	3067	2152
Facilitation Fees	Nil	nil 16400	nil	11512
Start Up and Training Workshop Programme	Nil	16400	16400	15453
Hosting of Trainees	Nil 1933	nil Nil	Nil 1933	20130 1986
General Expenses Rent & Rates	4817	13483	18300	20579
Transfer to Education through Arts and Culture	nil	nil	nil	10216
Depreciation	18805	Nil	18805	21410
Transfer from Capital Grant Reserve	(18805)	Nil	(18805)	(21410)
Resources expended in year	17339	128457	145796	261235
Net Incoming/(Outgoing) Resources	4819	7516	12335	(19755)

Balance Sheet as at 31st Marc	ch 2003			2002
	notes	£	£	£
Tangible Assets	3		nil	18805
Current Assets				
Bank and Cash		16749		4621
Stock of Stationery		nil		350
Prepayments		1643		Nil
	_	18392		4971
Current Liabilities				***
Accruals	7	7015		5929
	<del>-</del>	7015		5929
Net Current Assets			11377	(958)
Net Assets		_	11377	17847
Capital and Reserves				
Share Capital	2		nil	Nil
Reserves			11377	(958)
		_		(958)
Capital Grant Reserve			nil	18805
		_	11377	17847

- 1. The Directors acknowledge their responsibility for ensuring the company keeps accounting records that comply with Article 229 of the Companies (Northern Ireland) Order 1986.
- 2. The Directors confirm that the company was entitled to exemption from an audit under Article 257A(1) of that Order and that no notice was received requiring an audit under Article 257B(2) of that Order.
- 3. The Directors have taken advantage of the exemptions contained in Articles 254 and 255 of the Companies (Northern Ireland) Order 1986.

Signed on behalf of the Board

Date 28/4/03

### notes to the accounts

### 1. Accounting Policies

a) Accounting Convention

The Company prepares its accounts under the historical cost accounting convention.

b) Turnover

Turnover comprises net income arising from various sources in the year.

### c) Depreciation

Depreciation is calculated to write off the original costs of the tangible assets over their estimated useful lives at the following rates in equal annual instalments:

Equipment

20%

Fixtures and Fittings

20%

### d) Taxation

The Community Arts Forum has been awarded Charitable Tax Exemption by the Inland Revenue, and therefore no provision in respect of Corporation Tax has been made.

### 2. Called up Share Capital

The company does not have any share capital.

### 3. Tangible Assets.

Cost	Equipment	Fixtures	Total
as at 1st April 2002	47074	60035	107109
additions	nil	Nil	Nil
disposals	nil	nil	Nil
Balance as at 31st March 2003	47074	60035	107109
<b>Depreciation</b> as at 1st April 2002	37724	50580	88304
Charged in Year	9350	9455	21410
Disposals	nil	nil	Nil
Balance as at 31st March 2003	47074	60035	107109
Net Book Value as at 31st March 2003	nil	nil	nil

## notes to the accounts

### 4. Reserves

	Unrestricted	Restricted	Total
Balance as at 1 <sup>st</sup> April 2002	608	(1566)	(958)
Net Incoming Resources	4819	7516	12335
Balance as at 31st March 2003	5427	5950	11377

## 5. Directors Remuneration

None of the Directors received any remuneration during the year.