

**Edinburgh Printmakers Limited**  
(Company Limited by Guarantee)

**Report and accounts**  
**Company number SC044723**  
**Scottish Charity number SC009015**  
**31 March 2017**

SA SATURDAY



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## Directors' report

The directors, who are also trustees for the purposes of charity law, present their report and accounts of the charity for the year ended 31 March 2017.

### Reference and administrative Information

**Charity name** Edinburgh Printmakers

**Scottish charity number** SC009015

**Company number** SC044723

**Registered office** 23 Union Street  
Edinburgh EH1 3LR

**Directors** Alastair Snow (Chair)  
Lesley Logue (Vice Chair) (resigned 22 November 2016)  
Marlene Wood (Treasurer) (resigned 22 November 2016)  
David Faithfull (resigned 22 November 2016)  
Andrea Geile  
Robert Jack  
Kittie Jones  
Laura Gressani  
Ryan McMullan  
James Nelmes  
Jennifer Chambers (appointed 8 March 2017)  
Paul Charlton (appointed 22 November 2016)  
Neil Fatharly (appointed 22 November 2016)  
Nicola Gordon (appointed 8 March 2017)  
Nicholas Devison (appointed 22 November 2016)  
Murray Steele (appointed 4 September 2017)

**Chief executive** Sarah Price (resigned 6 November 2017)

**Auditors** Henderson Loggie  
34 Melville Street  
Edinburgh EH3 7HA

## **Directors' report** *(continued)*

### **Structure, governance and management**

#### **Governing document**

Edinburgh Printmakers Limited ("Edinburgh Printmakers") is a charitable company limited by guarantee, incorporated on 19 June 1967 and registered as a charity on 11 March 1988. The Company is established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

#### **Recruitment, appointment and role and responsibilities of the Board**

The directors of the company comprise the Board and they are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association, the directors are elected to serve for a period of three years after which time they may, upon offering themselves for re-election, be re-elected at the next Annual General Meeting to serve a further 3 years, up to a maximum serving duration of 9 years.

New directors are recruited to the Board of Directors by the current directors on a voluntary basis from within the organisation's membership and from both external commercial and not for profit establishments, organisations and companies. Directors are selected on the basis of skills and expertise gained in their professional occupations, therefore bringing to the Board management knowledge and expertise directly linked to their profession, organisation or employers' area of operations.

As a result, the Board has accumulated a range of expertise in key areas including senior level organisational and financial management, law, property development, printmaking practice, contemporary arts, arts development and arts education. Members of Edinburgh Printmakers paid staff, including the chief executive, are present at Board meetings as ex officio members for advisory and reporting purposes only.

The Board reviews company performance and reports on this and forthcoming targets to members at the AGM. In terms of enrolment to the Board, new directors may be recommended and adopted to the Board at any Board meeting during the year. However, they must be voted onto the Board by the membership at the Annual General Meeting.

In addition to quarterly Board meetings, directors each sit on relevant specific working groups and attend regular meetings to monitor and offer advice in respect of operational planning, implementation, evaluation and review in relevant key areas. Each working group is also attended by staff responsible for strategy development and implementation.

#### **Risk management**

Edinburgh Printmakers has identified organisational risks which are assessed, reviewed, managed, monitored and communicated by the Chief Executive Officer (CEO) to the Board quarterly. The quarterly board meetings are the principle vehicle through which the organisation manages key risks to the business relating to: legislative risk, transparency, reporting and communications risk, conflict of interest, breach of duty in relation to charitable purposes, acting with care and diligence, creating purpose, developing people, operational systems, processes and policies.

On-going operational risks are assessed and reviewed on a quarterly basis and managed by staff, communicated through staff meetings. Key organisational risks are monitored to an operational level.

The Board has assessed the major risks to which the company is exposed, in particular those relating to the finances of the company including continued financial support from Creative Scotland, the cash flow management of capital programme and adherence to Health and Safety and Employment Law legislation. The Board is satisfied that appropriate steps have been taken to reduce the probability of any risk threats in the first instance and to implement corrective actions in order to deal with any such threats.

## **Directors' report** *(continued)*

### **Reserves policy**

The Board has established a policy whereby the unrestricted reserves not committed or invested in tangible fixed assets ('the free reserves') held by the company should be four months of the resources expended (excluding the capital project) which equates to approximately £100,000 in general reserves. At this level, the Board would feel able to manage a significant drop in funding. At 31 March 2017 the charity had total reserves of £429,947 of which £285,021 were restricted primarily for the capital project and the net book value of fixed assets represented £22,385 of reserves. This leaves "free reserves" of £122,541 which equates to 5 months core expenditure and is broadly in line with the organisation's reserves policy.

### **Management**

Responsibility for day to day management of Edinburgh Printmakers is delegated by the Board to the chief executive (CEO). It is the responsibility of the CEO to manage all resources to best meet the company's Business Plan and the Board's strategic policies and business objectives. The CEO and staff have practical powers to develop strategies and corresponding work plans, manage budgets and day to day operations, but all matters of principle, strategic objectives and financial planning are referred to regular meetings of the Board. The pay of key management is set by the board and reviewed regularly with reference to benchmarked salaries paid in other similar organisations

The Finance Working Group meets quarterly to monitor and review financial management reports, analyse budget management, assess funding targets and prepare reports to the Board on on-going financial matters.

The Capital Development Working Group meets monthly to monitor the on-going capital development programme for the Castle Mills project. In 2016-17, the main role of this group was to focus on the furtherance of these capital development plans, fundraising, design development, cashflow and budget management, stakeholder communications, legal negotiations and project management.

The Artistic Policy Working Group work on the development of the artistic policy and monitor implementation of the exhibition programme. The main purpose of the group is to ensure EP achieves artistic quality in the commissioning of new artwork and production of new exhibitions. Reflecting the organisational strategy to produce and promote excellence in contemporary fine art printmaking.

### **Objects of the charity and principal activities**

The charity is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association.

Edinburgh Printmakers is about supporting artistic excellence in the medium of print by delivering a world class cultural programme through our gallery and studio. As contemporary art producers, curators, exhibitors; educators in printmaking and contemporary art practice, we are a key agent in the cultural life of Edinburgh and Scotland.

The Business Plan Aims for 2016-17 and beyond continue to be:

- To provide opportunities, facilities, expertise, services for artists working within the medium of print, to develop Artistic Production and capacity to work professionally.
- To produce high quality new contemporary art commissions, delivering excellence in Artistic Production in relation to printmaking in a contemporary art context.
- To promote access and excellence in printmaking through education, catering for all levels of ability, through formal and informal, structured and non-structured learning.
- To produce exhibitions that develop wider audiences for contemporary printmaking by developing community and organisational partnerships
- To develop international working partnerships with focus on cross sector working with international cultural and humanitarian agencies
- To integrate equalities and diversities planning into the governance, strategic planning, capital development and operationally in the development, delivery and monitoring of all programmes of work.

## **Directors' report** *(continued)*

### **Objects of the charity and principal activities** *(continued)*

- To integrate environmental sustainability across the operational activities and into capital project and business plans.

### **Achievements and performance**

The Board is pleased to report on another successful year of artistic activity in terms of exhibitions, gallery use and artists' utilisation of our facilities.

The schedules of our programmes of artistic activity are set out in some considerable detail on the company website. In addition, detailed reports of these artistic activities have already been provided to the relevant supporting bodies through the regular reporting mechanisms.

The major artistic exhibition highlights of the year were:

- Species of Space Exhibition by Robert Powell (April to July 2016)
- History Machines Exhibition by Donovan & Siegel (July to October 2016)
- My Cat Knows What I'm thinking by Eric Great-Rex (April to July 2017)

Major progress also made in the planning, funding and development of the Castle Mills Works project, prior to the start of the contractors' on-site work in June 2017.

Edinburgh Printmakers gratefully acknowledges support from the Heritage Lottery Fund, Creative Scotland, the Architectural Heritage Fund, Historic Scotland, Garfield Weston and many other trusts and foundations alongside valuable individual and corporate donations.

### **Financial review**

The results for the year are set out on page 7.

The principal source of unrestricted funds raised continues to be Creative Scotland with its core funding grant of £160,000 (the second year in the current three year public service contract cycle). Further support is provided through a grant of £11,200 from the City of Edinburgh Council. A further £187,046 of unrestricted income was generated through our charitable activities.

With the start of the Castle Mills Works project, sources of restricted funds increased considerably during the year, reaching a total of £893,041. Major contributions came from Heritage Lottery Fund (£272,019), Garfield Weston Trust (£255,000) and Robertson Trust (£100,000).

Whilst total expenditure increased to £917,800, the increase in total income resulted in a positive movement of funds of £334,379.

### **Plans for future periods**

Edinburgh Printmakers strategic priorities for the forthcoming years to 31 March 2018 and 31 March 2019 reflect an organisation that is striving to perform in all aspects of its artistic programming, whilst also handling the significant investment associated with the major capital project at Castle Mills Works.

The construction programme is proceeding in line with an expected completion date of December 2018, allowing a transfer from Union Street in spring of 2019.

Significant Board and CEO time will continue to be expended on managing the Castle Mills Works project as well as providing the necessary support in terms of fundraising, new business stream planning and stakeholder communications. Ongoing cost control will be an essential part of this process, recognising that the management of the Castle Mills Works project will necessitate additional financial expertise and administrative costs.

## **Directors' report** *(continued)*

### **Plans for future periods (continued)**

In line with our Business Plan for 2018-2023, we will also be planning the increase in staffing that will be required to enable us to utilise fully the new facilities at Castle Mill Works. More staff across all areas of the business will be required to provide additional educational courses, to support the gallery space for more exhibitions and to supply enhanced technical resources for our artist members and others. Marketing focus will be required to identify and add extra business income streams from the new facilities.

At the same time, the shorter term strategic focus will be on sustaining and growing our current levels of income from the current premises.

### **Trustees' responsibilities statement**

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees prepare the financial statements in accordance with United Kingdom Generally Accepted Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year.

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

- Select suitable accounting policies and then apply them consistently;
- 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 assume that the company will continue.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

### **Approval of the Trustees' Annual Report**

At the time of approving this report, the Trustees are aware of no relevant audit information of which the charity's auditors are unaware and have taken all steps that they ought to have taken as a member of the board in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board on 22 December 2017 and signed on its behalf by:



**Alastair Snow**  
Chairman

# HENDERSON LOGGIE

Chartered Accountants

34 Melville Street  
Edinburgh  
EH3 7HA  
United Kingdom

## **Independent auditor's report to the trustees and members of Edinburgh Printmakers Limited**

We have audited the financial statements of Edinburgh Printmakers for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, the cash flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Generally Accepted Accounting Practice, including FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made exclusively to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body in accordance with Section 44(1)(c) of the Charities and Trustees Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the company's members and the charity's trustees 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 charity's members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the statement of trustees' responsibilities, the trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that the financial statements give a true and fair view.

We have been appointed auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). These Standards require us to comply with the Financial Reporting Council's (FRC's) Revised Ethical Standard 2016.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequate disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



# **Independent auditor's report to the trustees and members of Edinburgh Printmakers Limited** *(continued)*

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure 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 Companies Act 2006; the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

## **Emphasis of matter – going concern**

In forming our opinion on the financial statements, which is not modified, we have considered the adequacy of the disclosures in note 1 to the financial statements concerning the charity's ability to continue as a going concern. The charity is reliant on funding from Creative Scotland to meet its costs and, as explained in note 1, funding for 2018/19 has not yet been confirmed. This may cast doubt over the charity's ability to continue as a going concern. The financial statements do not include the adjustments that would result if the charity were unable to continue as a going concern.

## **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records 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' exemption in preparing the Report of the Trustees and took advantage of the small companies exemption from the requirement to prepare a strategic report.



**James Davidson (Senior Statutory Auditor)**

*for and on behalf of Henderson Loggie Statutory Auditors  
(Eligible to act as an auditor in terms of section 1212 of the Companies Act 2006)*

22 December 2017

**Statement of financial activities  
(including income and expenditure account)  
for the year ended 31 March 2017**

	Note	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £
<b>Income from:</b>							
Donations and legacies	2	171,592	893,041	1,064,633	175,399	379,618	555,017
Charitable activities	3	187,046	500	187,546	170,810	19,527	190,337
<b>Total income</b>		<b>358,638</b>	<b>893,541</b>	<b>1,252,179</b>	<b>346,209</b>	<b>399,145</b>	<b>745,354</b>
<b>Expenditure on:</b>							
Raising funds		-	-	-	-	59,562	59,562
Charitable activities	5	291,256	626,544	917,800	340,496	381,877	722,373
<b>Total expenditure</b>		<b>291,256</b>	<b>626,544</b>	<b>917,800</b>	<b>340,496</b>	<b>441,439</b>	<b>781,935</b>
<b>Net (expenditure)/income before transfers</b>		<b>67,382</b>	<b>266,997</b>	<b>334,379</b>	<b>5,713</b>	<b>(42,294)</b>	<b>(36,581)</b>
Transfers		(929)	929	-	8,299	(8,299)	-
<b>Net movement in funds</b>		<b>66,453</b>	<b>267,926</b>	<b>334,379</b>	<b>14,012</b>	<b>(50,593)</b>	<b>(36,581)</b>
Funds brought forward		78,473	17,095	95,568	64,461	67,688	132,149
<b>Funds carried forward</b>	11	<b>144,926</b>	<b>285,021</b>	<b>429,947</b>	<b>78,473</b>	<b>17,095</b>	<b>95,568</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing operations.

**Balance sheet**  
**at 31 March 2017**

	Note	2017 £	2017 £	2016 £	2016 £
<b>Tangible fixed assets</b>			<b>22,385</b>		<b>24,409</b>
<b>Current assets</b>					
Stocks		<b>45,306</b>		<b>45,067</b>	
Debtors	9	<b>248,573</b>		<b>109,383</b>	
Bank and cash		<b>196,512</b>		<b>250,061</b>	
		<b>490,391</b>		<b>404,511</b>	
<b>Creditors: amounts falling due within one year</b>	10	<b>(82,829)</b>		<b>(333,352)</b>	
<b>Net current assets</b>			<b>407,562</b>		<b>71,159</b>
<b>Net assets</b>			<b>429,947</b>		<b>95,568</b>
<b>Funds</b>					
Restricted	11		<b>285,021</b>		<b>17,095</b>
Unrestricted					
General Funds	11		<b>105,914</b>		<b>39,461</b>
Designated Funds	11		<b>39,012</b>		<b>39,012</b>
			<b>429,947</b>		<b>95,568</b>

These accounts have been prepared in accordance with the special provisions for small companies under the Companies Act 2006.

Approved by the Board of Directors on 22 December 2017 and signed on its behalf by:

*Alastair Snow*

**Alastair Snow**  
Chairman

**Statement of cash flows**  
**at 31 March 2017**

	2017 £	2017 £	2016 £	2016 £
<b>Cash flows from operating activities</b>				
Net income/(expenditure) for the year	334,379		(36,581)	
Interest paid	3,242		9,341	
Depreciation charges	8,893		9,121	
(Increase)/Decrease in stock	(239)		1,458	
(Increase)/decrease in debtors	(139,190)		101,468	
(Decrease) in creditors	(250,523)		(92,412)	
<b>Cash (used in) operating activities</b>		<b>(43,438)</b>		<b>(7,605)</b>
<b>Cash flows from investing activities</b>				
Payments to acquire tangible assets	(6,869)		(1,171)	
Interest paid	(3,242)		(9,341)	
<b>Cash used in investing activities</b>		<b>(10,111)</b>		<b>(10,512)</b>
<b>(Decrease) in cash and cash equivalents in the year</b>		<b>(53,549)</b>		<b>(18,117)</b>
<b>Cash and cash equivalents at the beginning of the year</b>		<b>250,061</b>		<b>268,178</b>
<b>Cash and cash equivalents at the end of the year</b>		<b>196,512</b>		<b>250,061</b>

## Notes

### 1. Accounting policies

#### (a) **Basis of preparation**

The financial statements have been prepared under the historical cost convention. The charity is a public benefit entity and a company limited by guarantee, incorporated in Scotland with the registered office as noted on page 1. The financial statements have been prepared in accordance with the Companies Act 2006 and the Statement of Recommended Practice (SORP) FRS 102 'Accounting and Reporting by Charities' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102).

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

The Board consider it appropriate to prepare the financial statements on a going concern basis. In reaching this view, we looked at the funding in place until March 2019 and the free reserves available to us to underpin our work should there be any gap in securing funding for 2018/19. The charity's key source of income is from Creative Scotland. Although formal confirmation of a continuation of funding has not been received at the time of signing the financial statements, we do not anticipate that funding from this source will be withdrawn.

#### (b) **Income**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income there is probability of receipt and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when there is entitlement, probability of receipt and the amount can be measured reliably. Where grants are related to performance and specific deliverables, these are accounted for as the charity earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the charity where this can be quantified.
- Investment income is included when receivable.

## Notes (continued)

### 1. Accounting policies (continued)

(c) **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

Governance costs comprise those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

(d) **Fixed assets**

There is no de-minimus level for capitalisation. Assets which are considered to have a re-sale value were the charity to cease are capitalised at cost in the accounts. Depreciation is provided on tangible fixed assets, at rates calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life. The archive held by the company, having been created at no cost is carried at £Nil net book value and is not depreciated. Depreciation on other assets is as follows:

Tenant's improvements - over the term of the lease  
Equipment and fittings - 4 to 10 years

(e) **Stock**

Stocks comprise prints, frames, and various other art materials and are valued at the lower of cost and net realisable value.

(f) **Gift vouchers**

Gift vouchers are provided for when purchased and credited to the Statement of Financial Activities upon the earlier of either the voucher being redeemed or five years after the date of issue.

(g) **Rentals**

Rentals paid under operating leases are charged to the Statement of Financial Activities as they are incurred.

(h) **Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

(i) **Cash**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(j) **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(k) **Fund accounting**

Unrestricted funds are available for use at the discretion of the Board in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds which have been earmarked by the Board for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or grant provider.

## Notes (continued)

### 1. Accounting policies (continued)

#### (l) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### 2. Income from donations

	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
<i>Voluntary income</i>				
Core funding – The City of Edinburgh Council	11,200	-	11,200	11,546
Core funding – Creative Scotland	160,000	-	160,000	160,000
Donations	392	-	392	481
Capital Development Project:				
Architectural Heritage Fund	-	-	-	5,000
Heritage Lottery Fund	-	2,732	2,732	275,976
EP Capital Fundraising	-	-	-	1,792
Creative Scotland	-	-	-	24,289
Cultural Economy – Creative Scotland	-	-	-	9,000
DTA Scotland Limited	-	-	-	2,000
HLF Delivery	-	272,019	272,019	61,561
Funds raised by the board	-	-	-	3,372
Garfield Weston	-	255,000	255,000	-
Robertson Trust	-	100,000	100,000	-
The City of Edinburgh Council - Regional Capital Grant Fund	-	81,023	81,023	-
Creative Scotland – Delivery	-	77,267	77,267	-
PF Charitable Trust	-	5,000	5,000	-
Turtleton Charitable Trust	-	25,000	25,000	-
Dunard Funds	-	25,000	25,000	-
Binks Fund	-	50,000	50,000	-
	<u>171,592</u>	<u>893,041</u>	<u>1,064,633</u>	<u>555,017</u>

In 2016 income from donations was split £175,399 unrestricted and £397,618 restricted.

### 3. Income from charitable activities

	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Service and session fees	103,272	-	103,272	96,957
Recharged materials	20,763	-	20,763	24,828
Sale of prints and frames and shop sales	85,452	-	85,452	69,795
Payments to artists and artists' representatives	(30,849)	-	(30,849)	(23,329)
Other income	8,408	-	8,408	2,559
Scottish Print Network	-	-	-	27
Traquair	-	-	-	17,000
Youth Employment Initiative	-	-	-	2,500
Skills Development	-	500	500	-
	<u>187,046</u>	<u>500</u>	<u>187,546</u>	<u>190,337</u>

## Notes (continued)

### 3. Income from charitable activities (continued)

In 2016 income from charitable activities was split £170,810 unrestricted and £19,527 restricted.

Payments to artists and artists' representatives are the share of income from sales due to artists for prints sold by the company on their behalf.

### 4. Net movement in funds

	2017	2016
	£	£
<i>This is stated after charging:</i>		
Depreciation	8,893	9,121
Operating lease – Property rental	9,204	9,204
Auditors' remuneration	4,245	4,245

### 5. Expenditure on charitable activities

	Studio 2017	Gallery 2017	Education 2017	Overheads Core business 2017	Capital project 2017	Total 2017	Total 2016
	£	£	£	£	£	£	£
Costs directly allocated to charitable activities							
Staff costs	36,037	53,378	14,882	-	47,687	151,984	137,234
Direct costs	26,119	20,698	7,356	-	6,154	60,327	65,755
	62,156	74,076	22,238	-	53,841	212,311	202,989
Support costs	5,592	15,085	-	143,531	541,281	705,489	519,384
	67,748	89,161	22,238	143,531	595,122	917,800	722,373

Expenditure on charitable activities is split £291,256 unrestricted (2016; £340,496) and £622,048 restricted (2016; £381,877).

Staffing costs are allocated on the basis of time spent on activities. All other overhead costs are allocated on the basis of floor area used by activity and costs incurred by activity.



## Notes (continued)

### 5. Expenditure on charitable activities (continued)

Support costs comprise the following:

	Core Business £	Capital Project £	2017 £	2016 £
Staff costs, recruitment and training fees	43,998	117,942	161,940	159,677
Premises costs	20,214	2,824	23,038	23,073
Office costs	18,959	7,661	26,620	26,650
Marketing and advertising	8,316	982	9,298	25,524
Subscriptions and memberships	4,997	-	4,997	1,742
Depreciation	7,821	1,072	8,893	9,121
Travel, subsistence and hospitality	11,359	1,615	12,974	8,410
Professional fees	9,904	369,044	378,948	229,374
Miscellaneous expenses	21,993	40,141	62,134	13,589
Bank interest and charges	3,242	-	3,242	9,341
Governance costs (Note 6)	13,405	-	13,405	12,883
	<b>164,208</b>	<b>541,281</b>	<b>705,489</b>	<b>519,384</b>

### 6. Governance costs

	2017 £	2016 £
Staff costs	9,160	8,638
Auditors' remuneration	4,245	4,245
	<b>13,405</b>	<b>12,883</b>

### 7. Staff costs

	2017 £	2016 £
Wages and salaries	296,192	264,525
Social security costs	21,465	19,296
	<b>317,657</b>	<b>283,821</b>

No directors received remuneration in the year or reimbursement of expenses in the year other than those disclosed in Note 14.

No employee received emoluments of more than £60,000 in either the current or prior year.

## Notes (continued)

### 7. Staff costs (continued)

The average monthly number of employees during the year was 16 (2016: 14).

	2017 No	2016 No
Studio	6	5
Gallery	4	4
Administration	6	5
	<hr/> 16	<hr/> 14

Key management of the organisation are considered to be the Chief Executive, the Studio Manager and the Development Manager. Employee benefits received by key management totalled £105,750 (2016: £102,997).

### 8. Tangible fixed assets

	Tenants' improvements £	Equipment and fittings £	Total £
<b>Cost</b>			
At 1 April 2016	18,566	165,912	184,478
Additions	-	6,869	6,869
	<hr/> 18,566	<hr/> 172,781	<hr/> 191,347
<b>At 31 March 2017</b>			
<b>Aggregate depreciation</b>			
At 1 April 2016	16,818	143,251	160,069
Charge for year	474	8,419	8,893
	<hr/> 17,292	<hr/> 151,670	<hr/> 168,962
<b>At 31 March 2017</b>			
<b>Net book value</b>			
At 31 March 2017	1,274	21,111	22,385
	<hr/> 1,274	<hr/> 21,111	<hr/> 22,385
<b>At 31 March 2016</b>			
	<hr/> 1,748	<hr/> 22,661	<hr/> 24,409

Included within Equipment and Fittings are assets with a net book value of £10,974 (2016: £16,071) which were purchased with a grant which requires that in the event of the company ceasing, the assets are given to a similar charity.

## Notes (continued)

### 9. Debtors

	2017 £	2016 £
Trade debtors	7,902	14,273
Other debtors and prepayments	29,307	5,071
Accrued income	205,683	88,560
VAT recoverable	5,681	1,479
	<hr/>	<hr/>
	248,573	109,383
	<hr/>	<hr/>

### 10. Creditors: Amounts falling due within one year

	2017 £	2016 £
Trade creditors	48,168	47,951
Tax and social security costs	7,743	5,686
Accruals	15,756	17,935
Deferred income	3,000	255,000
Other creditors	8,162	6,780
	<hr/>	<hr/>
	82,829	333,352
	<hr/>	<hr/>

## Notes (continued)

### 11. Funds

	At 31 March 2016 £	Income £	Expenditure £	Transfers £	At 31 March 2017 £
<b>Restricted Funds:</b>					
Digital Apprentice	693	-	-	-	693
New Work- Writing on the wall	27	-	(27)	-	-
Ambition	49	-	(50)	1	-
Capital Equipment Grant	13,045	-	(4,057)	-	8,988
Access to Work	1,024	-	(361)	-	663
Creative Scotland Capital Delivery Grant	-	77,267	(77,267)	-	-
Heritage Lottery Fund	877	-	(443)	-	434
Creative Scotland - Cultural Economy	1,049	-	(567)	-	482
HLF Delivery	(19)	272,019	(273,844)	-	(1,844)
Skills Development	(1,428)	500	-	928	-
EP Capital Fundraising	1,778	2,732	-	-	4,510
Garfield Weston	-	255,000	(188,905)	-	66,095
Roberston Trust	-	100,000	-	-	100,000
The City of Edinburgh Council- Regional Capital Grant Fund	-	81,023	(81,023)	-	-
PF Charitable Trust	-	5,000	-	-	5,000
Turtleton Charitable Trust	-	25,000	-	-	25,000
Dunard Fund	-	25,000	-	-	25,000
Binks Fund	-	50,000	-	-	50,000
<b>Total restricted funds</b>	<b>17,095</b>	<b>893,541</b>	<b>(626,544)</b>	<b>929</b>	<b>285,021</b>
<b>Designated/Unrestricted Funds:</b>					
Operational Expenditure Reserve	25,000	-	-	(25,000)	-
Capital Reserve	14,012	-	-	25,000	39,012
General Reserve	39,461	358,638	(291,256)	(929)	105,914
<b>Total funds</b>	<b>95,568</b>	<b>1,252,179</b>	<b>(917,800)</b>	<b>-</b>	<b>429,947</b>

*Digital Apprentice* - funding received from creative Scotland to employ an apprentice to work on our website, film editing and database.

*New Work – Writing on the Wall*- Creative Scotland provided a grant towards quality production of prints

*Ambition* – is a Digital Development Project funded by Creative Scotland.

*Capital Equipment Grant* is a grant towards the cost of purchasing printmaking equipment.

*Access to Work* – financial support received from government for equipment and travel costs to assist disabled employees in performing their roles.

*Creative Scotland Capital Delivery Grant* – funding received towards the Development Stage of our Capital Project to deliver a world class Centre for Contemporary Art in Print for the development of artistic programme of work locally, nationally and internationally.

## Notes (continued)

### 11. Funds (continued)

*Heritage Lottery Fund* - Grant of £500,000 towards the development stage costs of EP's Capital Project cost and Project Activities costs to deliver a world class Centre for Contemporary Art in Print for the development of artistic programme of work locally, nationally and internationally as well as provide a programme of Heritage Interpretation Activities. This amounted to a grant percentage of 69.83% of the total cost of the project and this is used to calculate the drawdowns.

*Creative Scotland Cultural Economy* – towards the cost of researching and developing detailed organisational change plans, research and implement new income generation activities, develop skills and capacity within the organisation to undertake major organisational change.

*HLF Delivery* – Grant of £4,494,000 towards the delivery stage costs of EP's Castle Mill Works Project (capital and activities venue). This is to deliver a world class Centre for Contemporary Art in Print for the development of artistic programme of locally, nationally and internationally as well as provide a programme of Heritage Interpretation Activities. This amounted to a grant percentage of 49% of the total costs of the project and this is used to calculate the drawdowns. Skills Development and HLF Delivery although showing a deficit balance will be fully met with funds received in the year 2017-2017.

*Skills Development Scotland and HLF Delivery* – to further the training of staff. Income will be received post year end to clear the deficit on this fund. Although showing a deficit balance will be fully met with funds received in the year 2017-2017.

*EP Capital Fundraising* - Funds raised through EP Friends Scheme, private donations, major giving and fundraising events that will be used in the Castle Mill Works Capital Project. Includes funding from Garfield Weston Foundation, The Robertson Trust and The City of Edinburgh Council – Regional Capital Grant Funding

The General Reserve represents the Unrestricted Funds of the charity which are available for use at the discretion of the Board in furtherance of the general objectives of the charity.

Operational Expenditure Reserve – Edinburgh Printmakers aim to hold Funds representing 3 months operational expenses for contingency purposes. This fund was transferred to the capital fund in the year.

Capital Reserve - to cover any deficit that may occur in the first year of operation in Castle Mill Works.

### 12. Analysis of net assets between funds

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	10,865	-	11,520	22,385
Net current assets	95,049	39,012	273,501	407,562
	<hr/>	<hr/>	<hr/>	<hr/>
	105,914	39,012	285,021	429,947
	<hr/>	<hr/>	<hr/>	<hr/>

## Notes (continued)

## Notes (continued)

### 13. Operating lease commitments

The charity's minimum commitments under operating leases are payable as follows:

	2017	2016
	£	£
Less than one year	1	767
Greater than one year – less than five years	4	-
Greater than five years	120	-

### 14. Related party transactions

Paul Charlton, a director, was paid £72 (2016: £Nil) during the period in relation to services provided.  
No balance was outstanding at the year end.

#### Consignment sales

During the year, works of art consigned to the company to sell on behalf of directors are noted below.  
All consignment sales are made on an arms-length basis.

Share of consignment sales due to the directors by the company:

	2017	2016
	£	£
David Faithfull	676	1,494
Kittie Jones	580	362
Ryan McMullan	-	120
Laura Gressani	187	-
Paul Charlton	112	-

Amounts outstanding in relation to consignment sales due to the directors at the year end:

	2017	2016
	£	£
David Faithfull	250	94
Kittie Jones	16	239
Ryan McMullan	-	120
Laura Gressani	164	-
Paul Charlton	112	-

### 15. Ultimate controlling party

The company is controlled by the Board who are the Trustees.