

Registration number SC 052387

Glasgow Print Studio Limited

Financial statements

for the year ended 31 March 2004



A S FISHER & CO

CHARTERED ACCOUNTANTS

Glasgow

Glasgow Print Studio Limited

Company information

Council of management	D Palmer R Farnham R Paul P Reeves J Webb F Watson E Wilkinson J Anderson C Purslow H Fay H Haxworth P Dowds	appointed 3 March 2004
Secretary	R Farnham	
Company number	SC 052387	
Registered office	22 King Street Glasgow G1 5QP	
Auditors	A S Fisher & Co 160 Hope Street Glasgow G2 2TJ	
Bankers	Clydesdale Bank PLC 30 St Vincent Place Glasgow G1 2HL	

Glasgow Print Studio Limited

Contents

	Page
Council of management report	1 - 2
Auditors' report	3 - 4
Statement of financial activities	5
<i>Balance sheet</i>	6
Notes to the financial statements	7 - 14

Glasgow Print Studio Limited

Council of management report for the year ended 31 March 2004

Financial statements

The council submits the audited financial statements for the year ended 31 March 2004.

Principal activities

Throughout the year, the company's principal activities consisted of providing printmaking facilities to its members and exhibiting artists' work throughout the United Kingdom.

Company status

The company, which is registered as a charity in Scotland, is limited by guarantee and has no share capital. It receives financial assistance from Glasgow City Council, the Scottish Arts Council and the National Lottery.

Review of the year

The results for the year are set out on page 5.

Council of management

The members of the council of management who served during the year are as stated below:

D Palmer
R Farnham
R Paul
P Reeves
J Webb
F Watson
E Wilkinson
J Anderson
C Purslow
H Fay
H Haxworth
P Dowds

appointed 3 March 2004

Statement of the council of management's responsibilities

Company law requires the council to prepare financial statements for each financial period which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for that period. In preparing these the council is required to:

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

The council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the financial statements comply with the Companies Act 1985. It is 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.

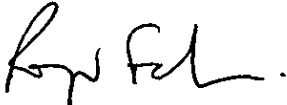
Auditors

Glasgow Print Studio Limited

**Council of management report
for the year ended 31 March 2004**

A S Fisher & Co having expressed their willingness to continue as auditors, a resolution proposing their re-appointment will be submitted at the Annual General Meeting.

This report was approved by the Council of Management on 30 September 2004 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'R Farnham', with a stylized flourish at the end.

R Farnham
Secretary

Glasgow Print Studio Limited

Independent auditors' report to the members of Glasgow Print Studio Limited

We have audited the financial statements of Glasgow Print Studio Limited for the year ended 31 March 2004 which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members *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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the council of management and auditors

As described in the statement of the council of management's responsibilities the council is responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the council of management report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding remuneration of members of the council of management and their transactions with the company is not disclosed.

We read the council of management report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the council of management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

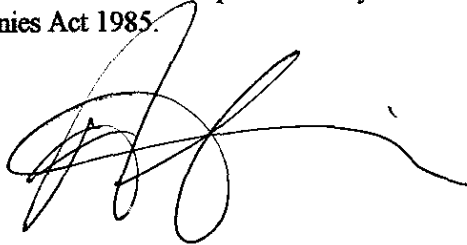
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Glasgow Print Studio Limited

Independent auditors' report to the members of Glasgow Print Studio Limited continued

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2004 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a horizontal line and a small flourish.

**A S Fisher & Co
Chartered Accountants and
Registered Auditors**

**160 Hope Street
Glasgow
G2 2TJ**

30 September 2004

Glasgow Print Studio Limited

**Statement of financial activities
for the year ended 31 March 2004**

Continuing operations					
	Note	Restricted £	Unrestricted £	2004 £	2003 £
Incoming resources	2				
Grant income		25,893	159,810	185,703	145,548
Operating income		2,183	224,719	226,902	215,372
Interest received		-	51	51	34
Total income		<u>28,076</u>	<u>384,580</u>	<u>412,656</u>	<u>360,954</u>
Resources expended					
Direct charitable expenditure:					
Programme costs	3	-	112,809	112,809	104,914
Other expenditure:					
Management and administration	4	5,987	262,161	268,148	248,813
Total expenditure		<u>5,987</u>	<u>374,970</u>	<u>380,957</u>	<u>353,727</u>
Net income for the year		22,089	9,610	31,699	7,227
Total funds:					
Brought forward		6,447	(6,075)	372	(6,855)
Carried forward		<u>28,536</u>	<u>3,535</u>	<u>32,071</u>	<u>372</u>

The notes on pages 7 to 14 form an integral part of these financial statements.

Glasgow Print Studio Limited

Balance sheet as at 31 March 2004

		2004		2003	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	8		39,615		14,722
Current assets					
Stocks	9	58,806		63,973	
Debtors	10	38,914		33,121	
Cash at bank and in hand		8,368		15,520	
		106,088		112,614	
Creditors: amounts falling due within one year	11	(111,832)		(124,114)	
Net current assets			(5,744)		(11,500)
Total assets less current liabilities			33,871		3,222
Deferred income	12		(1,800)		(2,850)
Net assets			32,071		372
Represented by:					
Unrestricted funds			3,535		(6,075)
Restricted funds	14		28,536		6,447
	13		32,071		372

The financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies .

Approved by the council of management on 30 September 2004 and signed on its behalf.

Member of the council of management

David Palmer

The notes on pages 7 to 14 form an integral part of these financial statements.

Glasgow Print Studio Limited

Notes to the financial statements for the year ended 31 March 2004

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in compliance with the Statement of Recommended Practice on Charity Accounts.

1.2. Depreciation

The cost of tangible fixed assets is written off by equal annual instalments over their expected useful lives as follows:

Plant and machinery - 10% to 25% straight line

1.3. Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.4. Stock

Stocks are valued at the lower of cost and net realisable value.

1.5. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

The regular cost of providing retirement pensions and related benefits is charged to the profit and loss account over the employees' service lives on the basis of a constant percentage of earnings.

1.6. Deferred government grants

Government grants in respect of capital expenditure are credited to a deferred income account and are released to surplus or deficit over the expected useful lives of the relevant assets by equal annual instalments.

Voluntary income and donations are accounted for as received by the charity. No permanent endowments have been received in the year but these are dealt with through the statement of financial activities when received.

Grants of a revenue nature are credited to income in the period to which they relate.

1.7. Taxation

Taxation has not been provided for in the accounts as the company is a charitable organisation.

1.8. Cash flow statement

The company has taken advantage of the exemption provided by Financial Reporting Standard 1 and has not prepared a cash flow statement for the year.

Glasgow Print Studio Limited

**Notes to the financial statements
for the year ended 31 March 2004**

..... continued

2. Incoming resources	Restricted £	Unrestricted £	2004 £	2003 £
Grant income				
Scottish Arts Council revenue grant	-	100,000	100,000	90,000
Scottish Arts Council other grants	-	775	775	1,400
Glasgow District Council revenue grant	-	40,000	40,000	35,300
Glasgow District Council rates contribution	-	16,407	16,407	16,373
Water rates relief	-	628	628	1,230
Glasgow District Council other grants	-	2,000	2,000	1,245
National Lottery grants	25,893	-	25,893	-
	<u>25,893</u>	<u>159,810</u>	<u>185,703</u>	<u>145,548</u>
Other income				
Print and frame sales and editioning	-	308,231	308,231	301,202
Subscriptions	-	4,392	4,392	3,653
Evening classes and session fees	-	10,824	10,824	9,539
Educational income	-	8,436	8,436	5,825
Art materials and publications	-	12,469	12,469	11,669
Hired out exhibitions	-	572	572	2,436
Donations	-	144	144	-
Miscellaneous income	-	2,717	2,717	2,802
Re-allocation	2,183	(2,183)	-	-
	<u>2,183</u>	<u>345,602</u>	<u>347,785</u>	<u>337,126</u>
Cost of sales	-	(120,883)	(120,883)	(121,754)
Gross profit on operating activities	<u>2,183</u>	<u>224,719</u>	<u>226,902</u>	<u>215,372</u>
 Bank interest received	 -	 51	 51	 34
Total income	<u><u>28,076</u></u>	<u><u>384,580</u></u>	<u><u>412,656</u></u>	<u><u>360,954</u></u>

Glasgow Print Studio Limited

**Notes to the financial statements
for the year ended 31 March 2004**

..... continued

3. Programme costs	2004 £	2003 £
Advertising	6,533	6,696
Travelling and accommodation	9,832	5,743
Framing and crating	8,329	7,677
Insurance	3,876	3,643
Extra invigilation	4,600	4,600
Private views	2,209	3,003
Catalogues, posters and invitations	7,158	7,415
Art materials and consumables	9,177	9,248
Stand rental	21,451	19,926
Editioning	17,609	14,471
Carriage and postage	10,863	8,024
Sundry programme costs	11,172	14,468
	<u>112,809</u>	<u>104,914</u>

Glasgow Print Studio Limited

Notes to the financial statements for the year ended 31 March 2004

..... continued

4. Management and administration expenditure	2004	2003
	£	£
Salaries and wages	141,596	133,012
Employer's NI contributions	10,356	9,072
Staff money purchase pension costs	2,820	-
Book-keeping services	9,743	8,262
Telephone	4,668	4,526
Rent	21,100	21,100
Common charges	4,064	4,091
Rates	16,407	16,373
Water rates	4,190	4,100
Insurance	4,136	3,547
Heat and light	5,479	5,089
Repairs and renewals	5,865	6,765
Computer expenses	1,720	2,551
Cleaning	5,490	4,559
Carriage and postage	1,281	814
Library	553	913
Stationery	6,595	7,251
Accountancy	4,400	4,200
Auditors' remuneration	2,500	2,400
Bank and credit card charges	3,591	4,047
Sundries	2,246	1,625
Depreciation on plant and machinery	10,398	8,566
Amortisation of capital grants	(1,050)	(4,050)
	<u>268,148</u>	<u>248,813</u>
5. Surplus for the year	2004	2003
	£	£
The surplus of income over expenditure is stated after charging:		
Depreciation of tangible fixed assets		
- owned by the charity	10,398	8,566
Operating lease rentals		
- Land and buildings	21,100	21,100
Auditors' remuneration	<u>2,500</u>	<u>2,400</u>
and after crediting:		
Amortisation of capital grants	<u>1,050</u>	<u>4,050</u>

Glasgow Print Studio Limited

Notes to the financial statements for the year ended 31 March 2004

..... continued

6. Staff costs	2004 £	2003 £
Wages and salaries	141,596	133,012
Social security costs	10,356	9,072
Other pension costs	2,820	-
	<u>154,772</u>	<u>142,084</u>

7. Pension costs

The company operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £2,820 (2003 - £-).

8. Tangible fixed assets	Short leasehold property £	Plant and machinery £	Total £
Cost			
At 1 April 2003	98,612	124,451	223,063
Additions	-	35,291	35,291
At 31 March 2004	<u>98,612</u>	<u>159,742</u>	<u>258,354</u>
Depreciation			
At 1 April 2003	98,612	109,729	208,341
Charge for the year	-	10,398	10,398
At 31 March 2004	<u>98,612</u>	<u>120,127</u>	<u>218,739</u>
Net book values			
At 31 March 2004	-	39,615	39,615
At 31 March 2003	-	14,722	14,722

Glasgow Print Studio Limited

Notes to the financial statements for the year ended 31 March 2004

..... continued

9. Stocks	2004 £	2003 £
Art materials	13,672	15,051
Frames and framing materials	11,694	12,470
Publications, prints etc.	33,440	36,452
	<u>58,806</u>	<u>63,973</u>
10. Debtors	2004 £	2003 £
Trade debtors	14,460	20,413
Grants receivable	7,457	-
Other debtors	1,294	-
Prepayments and accrued income	15,703	12,708
	<u>38,914</u>	<u>33,121</u>
11. Creditors: amounts falling due within one year	2004 £	2003 £
Trade creditors	72,025	78,523
Other taxes and social security costs	7,347	5,508
Grants in advance	-	15,000
Other creditors	5,655	5,560
Accruals	26,805	19,523
	<u>111,832</u>	<u>124,114</u>

The company's bank facility is secured by means of a floating charge over the assets of the company dated 1 December 1988.

Glasgow Print Studio Limited

Notes to the financial statements for the year ended 31 March 2004

..... continued

12. Deferred income	2004	2003
	£	£
This relates to capital grants received from the following sources prior to 1 April 2003: Glasgow City Council The Scottish Arts Council		
At 1 April 2003	2,850	6,900
Released in year	(1,050)	(4,050)
At 31 March 2004	<u>1,800</u>	<u>2,850</u>
13. Reconciliation of movements in accumulated funds	2004	2003
	£	£
Net income for the year	31,699	7,227
Opening funds	372	(6,855)
Closing funds	<u>32,071</u>	<u>372</u>
14. Restricted fund		

This comprises funds received from the National Lottery and funds raised by the members towards the cost of constructing a digital print and media facility.

The grant has been credited to a restricted fund, against which the depreciation of the equipment is charged each year.

Glasgow Print Studio Limited

**Notes to the financial statements
for the year ended 31 March 2004**

..... continued

15. Related party transactions

Due to the nature of the organisation some of the council of management are also artists.

One of the functions of the Glasgow Print Studio is the sale of artists' works. As a consequence of this at times it sells works on behalf of artists on the council of management. Such sales are on normal commercial terms.