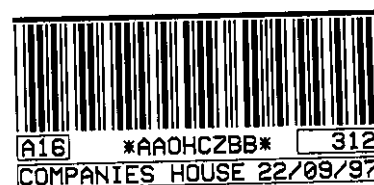


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Headstrong Productions

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Headstrong Productions

Trustees Report for the year ended 31 March 1997

Board of Trustees

The trustees named on page 1 have served throughout the year. Appointment of trustees is governed by the Trust Deed of the charity. The Board of Trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing member.

Investment Powers

The Trust Deed authorises the Board of Trustees to make and hold investments using the general funds of the charity, but no such investments are presently held.

Constitution, objects and policies

To advance education, training and personal development for the benefit of the community and specifically those with special needs, through the arts, in particular but not exclusively, the art of drama.

Statement of Trustees Responsibilities

The Board of Trustees are required under the constitution of the charity to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the Trustees are required to :

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

The Board of Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the Board of Trustees on 12th July 1997 and signed on their behalf:

Signed: 

Trustees : Mike Dungworth
Paul Gover
Glenis Burgess

Independent Examiner's Report to the Trustees of Headstrong Productions

I report on the accounts of the Trust for the year ended 31 March 1997 which are set out on pages 2 to 9.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts: you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My 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 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 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- 1) which gives me reasonable cause to believe that in any material respect requirements
 - to keep accounting records in accordance with section 41 of the Act: and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Di Veitch.....*D Veitch*.....

Dated.....*12 July 1997*.....

**Access Housing Services
16 Dunstanburgh Close
Bedlington**

Headstrong Productions

Statement of Financial Activities Year Ended 31st March 1997

	Unrestricted Funds	Restricted Funds	Total Funds 1997	Total Funds 1996
Incoming Resources				
Grants		100431	100431	76260
Investment Income	202		202	164
Sales	9790		9790	13715
Donations	1450		1450	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total Incoming Resources	11442	100431	111873	90139
	<hr/>	<hr/>	<hr/>	<hr/>
Resources Expended				
Direct charitable expenditure (2)		71516	71516	106674
Fundraising and publicity (3)		6676	6676	15161
Management and Administration (4)		7118	7118	14326
	<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		85310	85310	136161
	<hr/>	<hr/>	<hr/>	<hr/>
Net Incoming/Outgoing Resources	11442	15121	26563	(46022)
	<hr/>	<hr/>	<hr/>	<hr/>

Headstrong Productions**Balance Sheet at 31 March 1997**

	1997 £	1996 £
Fixed Assets		
Tangible fixed assets (5)	6400	5677
	<hr/>	<hr/>
	6400	5677
Current Assets		
Debtors (6)	17122	27907
Cash at bank in hand	56327	10171
	<hr/>	<hr/>
	73449	38078
Liabilities: (7)		
Amounts falling due within one year	13055	3390
Net current assets	60394	34688
Total Assets less Current Liabilities	66794	40365
Net Assets	66794	40365
Funds:		
Unrestricted	11442	13715
Restricted	55352	26650
	<hr/>	<hr/>
	66794	40365
	<hr/>	<hr/>

The notes on page 6 -8 form part of the accounts

- i. for the year ended 31.3.97 the company was entitled to the exemption under sub-section (1) of the section 249A of the Charities Act 1985.
- ii. no notice from members requiring an audit, has been deposited under section 249B(2) of the Companies Act, and,
- iii. the directors acknowledge their responsibility for
 - a) ensuring the company keeps accounting records which comply with section 221, and;
 - b) 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 profits or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the Company.
- iv. that the accounts are prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board of Trustees on 12th July 1997

and signed on it's behalf by..........Trust

Notes to the Accounts for the Year Ended 31 March 1997

Note 1.

Accounting Policies

- a) The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting by Charities (SORP) issued October 1995.
- b) Voluntary Income is received by way of donations and is included in full in the Statement of Financial Activities when received.
- c) Grants including grants for the purchase of fixed assets are recognised in the Statement of Financial Activities in the year in which they are received.
- d) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.
- e) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.
- f) Fixed assets are for use by the charity in fulfilling its main charitable objects and are capitalised and depreciated. Depreciation is provided on all fixed assets at rates calculated to write off the cost of each asset as follows :-

Fixtures and fittings	15%
Equipment	15%
Vehicles	25%

	Unrestricted Funds	Restricted Funds	Total 1997	Total 1996
Note 2.				
Direct Charitable Expenditure				
	£	£	£	£
Office Costs		11588	11588	12036
Premises		9195	9195	22389
Staff and student training		968	968	399
Travel and subsistence		8540	8540	13962
Salaries		41225	41225	57888
		71516	71516	106674

	Unrestricted Funds	Restricted Funds	Total 1997	Total 1996
Note 3.				
Fundraising and Publicity	£	£	£	£
Salaries		6676	6676	13975
Marketing				1186
		6676	6676	15161

	Unrestricted Funds	Restricted Funds	Total 1997	Total 1996
Note 4.				
Management and Administration of the charity.				
Salaries		4687	4687	9982
Audit and Accountancy		800	800	1314
Legal		1410	1410	3019
Bank Charges		221	221	11
		7118	7118	14326

Note 3.**3. Tangible Fixed Assets**

	Vehicle	Equipment	Fixtures/ Fittings	Total
Cost				
at 1.4.96	3525	505	1992	6022
Additions		214	2080	2294
	<hr/>	<hr/>	<hr/>	<hr/>
at 31.3.97	3525	719	4072	8316
Accumulated Depreciation				
at 1.4.96	73	24	247	344
Charge for year	881	92	599	1572
	<hr/>	<hr/>	<hr/>	<hr/>
at 31.3.97	954	116	846	1916
	<hr/>	<hr/>	<hr/>	<hr/>
Net book values				
at 31.3.97	2571	603	3226	6400
at 31.3.96	3452	481	1745	5678

Note 6.**Debtors**

Prepayments and accrued interest	2109
Other debtors	15012
	<hr/>
	17121
	<hr/>

Note 7.**Liabilities**

Liabilities: falling due within 1 year

Income received in advance	10833
Trade Creditors	1422
Accruals	800
	<hr/>
	13055
	<hr/>

Headstrong Productions - Matrix of Direct Charitable Expenditure 31.3.97					Page 9
	Direct Charitable Expenditure	Fundraising Publicity	Management & Admin		
Bank Charges			221.00		
Contract Workers	21080.00				
Equipment Hire	2138.00				
Minor Equipment	257.00				
Equipment Deprec.	1572.00				
Insurance	2008.00				
Legal Costs			1410.00		
Office Sundries	94.00				
Omnibuzz costs	1782.00				
Publications & subs	690.00				
Rent,Rates L & H	6194.00				
Repairs & Maintenance	993.00				
Salaries	20145.00	6676.00	4687.00		
Print,post,stationery	1852.00				
Staff Training	140.00				
Student Training	828.00				
Travel	1099.00				
Student travel & subs	5659.00				
Training materials	2164.00				
Telephone/fax	746.00				
VAT	1536.00				
Sundries	539.00				
Other expenditure					
Audit			800.00		
Total expenditure	71516.00	6676.00	7118.00		