

Takeover Radio Children's Media Trust

Takeover Radio 103.2 FM

Annual Report 2016/2017

Charity Number 1115483

Company Number 5430796



Starting to Build the Life Skills of Young Adults



THURSDAY



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14/06/2018
COMPANIES HOUSE

Takeover Radio Children's Media Trust,
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Takeover Radio Children's Media Trust

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Takeover Radio Children's Media Trust

Report of the Trustees/Directors for the year ended 31 July 2017

The Trustee/Directors present their report together with the financial statements of the charity for the year ended 31 July 2017.

Directors and Trustees

Graham Coley

Paul Quilter

Robin Webber Jones

Sharon Komrska

The Directors of the charitable company are its trustees for the purpose of charity law and throughout this report and accounts are referred to as the trustees.

Reference and administrative details

Charity Number: 1115483

Company Number: 5430796

Registered Office Lodge No. 1 Abbey Park, Abbey Park Road
Leicester, LE4 5AQ

Business Address: Lodge No. 1 Abbey Park, Abbey Park Road
Leicester, LE4 5AQ

Accountants: HW Leicester LLP, Hamilton Office Park,
31 High View Close,
Leicester, LE4 9LJ

Bankers: HSBC, 2-6 Gallowtree Gate, Leicester, LE1 1DA

Officers and Personnel

Trustees

Graham Coley (resigned 8 April 2018)

Paul Quilter

Robin Webber Jones

Sharon Komrska

Members

Dave Morris

Jamie Wilson

Andrew May

Hasmita Chavda

Patrons

Susan Stranks

Staff

Sharon Komrska

Lois Davis

Philip Riley

Ryan Finney

Graham Coley

Trainer

Trainer

Fundraising and
Development Officer

Salesman

Station Manager

Volunteers

Mike Watson

Richard Perry

Presenter

Presenter

Kidz panel

Holly Southwell

Karishma Karia

Sean Gregory

Dylan Rana

Cameron Savage

Independent Examiners



Chartered Accountants
For Members and Society

Hamilton Office Park

311 High View Close

Leicester LE4 9LJ

Bankers

HSBC

2-6 Gallowtree Gate

Leicester

LE1 1DA

Takeover Radio Children's Media Trust

Report of the Trustees/Directors for the year ended 31 July 2017

Governing Document

Takeover Radio Children's Media Trust is a Company Limited by guarantee, governed by its Memorandum and Articles of Association dated 20 April 2005, by concession the Company has been permitted to exclude "Limited" from its title. It became a registered Charity on 20 July 2006 and, with effect from 1 August 2006, the Company took on the obligations, assets and liabilities of the unincorporated charitable trust which was also known as Takeover Radio Children's Media Trust.

As set out in the Articles of Association, membership of the Company is open to individuals or organizations who apply to and are approved by the directors. The directors may only refuse an application if they consider that refusal would be in the best interests of the Charity.

Each member of the Company agrees to contribute up to a maximum of £10 in the event of the Company winding up. At present the members of the Company are the original subscribers to the memorandum and articles of association: Mr P. Quilter, Robin Webber-Jones, Mr G. Coley and Mrs S Komrska Clark-Monks. Messrs Quilter, Webber-Jones, Komrska Clark-Monks and Coley are also the trustees of the Charity.

Our Primary Objective

The Charity's Aims

To advance the education and work experience of young people in the UK by provision of training in Radio Presentation, Journalism, Web Design, Video Production and any other New Media with a view to enhancing their life conditions, and to work towards a career in media.

We achieve this by operating a full time training centre in the heart of Leicester, and the running of the UK's first full time young person's radio station aimed at young people. Many of the young people have never experienced a work environment and the skills and experiences they gain stay with them throughout their adult life.

The last 12 months

This year has continued to see a decrease in the number of young people joining the station as members of the crew and these have been trained and have moved on to do their own shows. Our Fundraising and Development Officer Phil is doing an excellent job for us as well as our sister station in Sutton in Ashfield.

We supported Crystal Clear Creators during the year to establish a RSL broadcast for them called "Word Waves". As well as providing a studio we did training and supported a range of elements of the broadcast.

We again joined forces with The Spark Children's Art Festival and Radio Leicester to create the Spark News Room. Our association with Centre Bus has continued with the logoed bus travelling around Leicester.

We have completed 4530 hours of live broadcasting this year along with 625 hours of recorded programmes.

35 young people have presented the programmes along with 4 young adults.

Training

The crew are producing programmes every evening and at the weekends with more young people undergoing training. We have worked with a group of young people to make programmes about space, this was a summer school where we went to the National Space centre to research and interview the Experts there. They all underwent the 5 weeks training and some have progressed to presenting their own programmes.

Website

Our joint web site continues to expand and grow in content; it is still proving as popular as ever with an average of 4417 hits a week with 568 unique visitors.

We have also upgraded our studio play out computers thanks for Woodgate Computers and replaced two of the training computers thanks to a grant from Sports Relief

Programming

Takeover Radio has broadcast 24 hours a day 7 days a week 52 weeks a year with volunteers throughout 2016/17. Our response from our listeners continues to focus on social media rather than the traditional ways of phone, emails and text messaging. Our app has proved very popular with many of the messages coming in from the built in contact facility.

Over this year the app has been downloaded 456 times and we have received 84 messages through the app which is considerably down on last year. We also received 124 from traditional texting.

Twitter has been the most popular with 745. With 304 coming from Facebook.

As with every year a number of our presenters have left to move on to University or into work leaving spaces for the new crew members to start their own programmes. Leaving this year was Mona, Tyler, Bongani, and Amar. Our adult presenters have changed this year as they do every year with Russell leaving again along with Cheralene and Dave.

Events

For the thirteenth year running we were, along with Radio Leicester the media sponsors for the Spark Children's Art Festival, we worked closely with Radio Leicester to produce the Spark News Room. This involved a number of our young presenters visiting the various activities of the festival and reporting on them for Radio Leicester in the form of a live delivered package. This is proving very successful for the fourth year running and is helping to build relationships up with the team at Radio Leicester.

We have joined up with other community broadcasters to run a "One Leicester" project bringing communities from the City together to celebrate diversity through the media. Over 350 people have been involved in the project.

Funding

We have received 5 grants this year, the largest from Awards for All towards our Life Skills project, two other grants including Florence Turner, and Helen Jean Cope were for the summer space project. The Sports Relief grant enabled us to purchase two new computers for the training room and we received one grants for general core costs from Charles Hayward Foundation.

Summing Up

2016/17 has been a good year for Takeover radio. Our audience awareness has increased slightly with the continual presence of the logoed bus. We continued to produce programmes and train more young people and our income remained at the same level.

Signed for and on behalf of the Charity on 11 June 2018



Sharon Komrskai
Trustee

Takeover Radio Children's Media Trust

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Takeover Radio Children's Media Trust for the purposes of company law) are responsible for preparing the and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. 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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate 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. 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.

Approved by the trustees of the Charity on 11 June 2018 and signed on its behalf by:



Sharon Komrska
Trustee

Takeover Radio Children's Media Trust

Independent Examiner's Report to the trustees of Takeover Radio Children's Media Trust

I report on the accounts of the Charity for the year ended 31 July 2017 which are set out on pages 7 to 14.

Your attention is drawn to the fact that the Charity has prepared the Financial Statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- 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 examiner's report

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 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 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.

Takeover Radio Children's Media Trust

Independent Examiner's Report to the trustees of Takeover Radio Children's Media Trust

Independent examiner's statement

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

(1) which gives me a reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Haines Watts Leicester LLP
Chartered Accountants

Hamilton Office Park
311 High View Close
Leicester
LE4 9LJ

11 June 2018

Takeover Radio Children's Media Trust

Statement of Financial Activities for the Year Ended 31 July 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds Other £	Restricted funds £	Total 2017 £	Total 2016 £
Income and Endowments from:					
Donations and legacies	2	756	14,034	14,790	17,976
Other trading activities	3	1,151	-	1,151	6,747
Other income	4	4,115	-	4,115	3,335
Total Income		6,022	14,034	20,056	28,058
Expenditure on:					
Charitable activities	5	(8,991)	(6,528)	(15,519)	(14,489)
Support costs	6	(7,182)	(1,250)	(8,432)	(8,310)
Total Expenditure		(16,173)	(7,778)	(23,951)	(22,799)
Net (expenditure)/income		(10,151)	6,256	(3,895)	5,259
Net movement in funds		(10,151)	6,256	(3,895)	5,259
Reconciliation of funds					
Total funds brought forward		(24,997)	11,544	(13,453)	(18,712)
Total funds carried forward	14	(35,148)	17,800	(17,348)	(13,453)

All of the Charity's activities derive from continuing operations during the above two periods.

Takeover Radio Children's Media Trust

(Registration number: 05430796)

Balance Sheet as at 31 July 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	10	1,575	2,165
Current assets			
Debtors	11	3,379	3,834
Cash at bank and in hand		1,919	1,091
		5,298	4,925
Creditors: Amounts falling due within one year	12	(24,221)	(20,543)
Net current liabilities		(18,923)	(15,618)
Net liabilities		(17,348)	(13,453)
Funds of the Charity:			
Restricted income funds		17,800	11,544
Unrestricted income funds			
Unrestricted income funds		(35,148)	(24,997)
Total funds	14	(17,348)	(13,453)

For the financial year ending 31 July 2017 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 7 to 14 were approved by the trustees, and authorised for issue on 11 June 2018 and signed on their behalf by:


Sharon Komrska
Trustee

Takeover Radio Children's Media Trust

Notes to the Financial Statements for the Year Ended 31 July 2017

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice.

Going concern

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Takeover Radio Children's Media Trust

Notes to the Financial Statements for the Year Ended 31 July 2017

Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

Tangible fixed assets

Individual fixed assets costing £50.00 or more are initially recorded at cost.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Plant and machinery	straight line basis over 4 years
Fixtures and fittings	straight line basis over 4 years

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the Charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

2 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	Other £	£	£	£
Donations and legacies;				
Grants and donations	756	14,034	14,790	17,976
	<u>756</u>	<u>14,034</u>	<u>14,790</u>	<u>17,976</u>

Takeover Radio Children's Media Trust

Notes to the Financial Statements for the Year Ended 31 July 2017

3 Income from other trading activities

	Unrestricted funds		
	Other	Total	Total
	£	2017	2016
		£	£
Trading income;			
Radio advertising	<u>1,151</u>	<u>1,151</u>	<u>6,747</u>

4 Other income

	Unrestricted funds		
	Other	Total	Total
	£	2017	2016
		£	£
Memberships	175	175	335
Other income	<u>3,940</u>	<u>3,940</u>	<u>3,000</u>
	<u>4,115</u>	<u>4,115</u>	<u>3,335</u>

5 Expenditure on charitable activities

	Activity undertaken directly		
	£	Total	Total
		2017	2016
		£	£
Production costs	1,279	1,279	1,453
Trainers fees	6,112	6,112	5,445
Office expenses	1,914	1,914	1,773
Licences and subscriptions	3,630	3,630	4,311
Sundry and other costs	974	974	48
Depreciation of tangible fixed assets	<u>590</u>	<u>590</u>	<u>649</u>
	<u>14,499</u>	<u>14,499</u>	<u>13,679</u>

£7,971 (2016 - £8,301) of the above expenditure was attributable to unrestricted funds and £6,528 (2016 - £5,378) to restricted funds.

In addition to the expenditure analysed above, there are also governance costs of £1,020 (2016 - £810) which relate directly to charitable activities. See note 7 for further details.

Takeover Radio Children's Media Trust

Notes to the Financial Statements for the Year Ended 31 July 2017

6 Other expenditure

		Unrestricted funds	Restricted funds	Total 2017	Total 2016
	Note	Other £	£	£	£
Establishment costs		7,014	1,250	8,264	8,007
Repairs and maintenance		168	-	168	303
		<u>7,182</u>	<u>1,250</u>	<u>8,432</u>	<u>8,310</u>

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds	Total 2017	Total 2016
	Other £	£	£
Independent Examiner's remuneration	1,020	1,020	810
	<u>1,020</u>	<u>1,020</u>	<u>810</u>

8 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2017 £	2016 £
Depreciation of fixed assets	<u>590</u>	<u>649</u>

9 Trustees remuneration and expenses

During the year the Charity made the following transactions with trustees:

Graham Coley

Graham Coley received remuneration of £3,200 (2016: £1,584) during the year.

Amounts due to G Coley were for services rendered to the charity.

No trustees have received any reimbursed expenses from the charity during the year.

Takeover Radio Children's Media Trust

Notes to the Financial Statements for the Year Ended 31 July 2017

10 Tangible fixed assets

	Furniture and equipment £	Computer equipment £	Total £
Cost			
At 1 August 2016	31,700	24,606	56,306
At 31 July 2017	31,700	24,606	56,306
Depreciation			
At 1 August 2016	31,700	22,441	54,141
Charge for the year	-	590	590
At 31 July 2017	31,700	23,031	54,731
Net book value			
At 31 July 2017	-	1,575	1,575
At 31 July 2016	-	2,165	2,165

11 Debtors

	2017 £	2016 £
Prepayments	1,442	1,897
Other debtors	1,937	1,937
	<u>3,379</u>	<u>3,834</u>

12 Creditors: amounts falling due within one year

	2017 £	2016 £
Other creditors	21,799	18,899
Accruals	2,422	1,644
	<u>24,221</u>	<u>20,543</u>

13 Charity status

The Charity is a Charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the Charity in the event of liquidation.

Takeover Radio Children's Media Trust

Notes to the Financial Statements for the Year Ended 31 July 2017

14 Funds

	Balance at 1 August 2016 £	Incoming resources £	Resources expended £	Balance at 31 July 2017 £
Unrestricted funds				
<i>Unrestricted general funds</i>				
Unrestricted income fund	(24,997)	6,022	(16,173)	(35,148)
Restricted funds				
Restricted income fund	11,544	14,034	(7,778)	17,800
Total funds	<u>(13,453)</u>	<u>20,056</u>	<u>(23,951)</u>	<u>(17,348)</u>

15 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General funds £	£	£
Tangible fixed assets	1,575	-	1,575
Current assets	(12,502)	17,800	5,298
Current liabilities	(24,221)	-	(24,221)
Total net assets	<u>(35,148)</u>	<u>17,800</u>	<u>(17,348)</u>

16 Analysis of net funds

	At 1 August 2016 £	Cash flow £	At 31 July 2017 £
Cash at bank and in hand	1,091	828	1,919
Net debt	<u>1,091</u>	<u>828</u>	<u>1,919</u>

17 Related party transactions

Included in other creditors is a loan from Takeover Radio Limited £18,798 (2016 £18,898). The loan is interest free.

The trustees have confirmed with the directors of Takeover Radio Limited that they do not envisage withdrawing the loan within the foreseeable future.

During the year a trustee, G Coley lent the charity £3,000. This loan was repaid on 29 October 2017.