

# **Small World Cultural Arts Collective**

Charity number 1109457

A company limited by guarantee number 04984522

## **Annual Report and Financial Statements for the year ended 31 March 2018**

# **Small World Cultural Arts Collective**

## **Annual Report and Financial Statements for the year ended 31 March 2018**

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**Prepared by West Yorkshire Community Accounting Service**

# **Small World Cultural Arts Collective**

## **Trustees' report for the year ended 31 March 2018**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Anita Gregory	Chair	Chair from 14 December 2017
	Treasurer	Treasurer until 14 December 2017
Judith Brooksbank	Chair	Chair until 14 December 2017
Florence Toch	Treasurer	Treasurer from 22 March 2018
Rohman Ali	Secretary	
Debbie Houldsworth		
Gemma Taylor		
Daniel Highton		Resigned 31 January 2018

**Company secretary** Samantha Atkins

**Charity number** 1109457 Registered in England and Wales

**Company number** 04984522 Registered in England and Wales

### **Registered and principal address**

Small World Cultural Arts Collective  
1 Luton Street  
Keighley  
BD21 2LE

### **Bankers**

Yorkshire Bank  
73 North Street  
Keighley  
BD21 3SD

### **Independent examiner**

Susan Szamakowicz MAAT

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

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

The charity is a company limited by guarantee and was formed on 3 December 2003. It is governed by a memorandum and articles of association dated 5 May 2005. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

### **Objectives and activities**

### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education, the arts and culture.

# **Small World Cultural Arts Collective**

## **Trustees' report (continued) for the year ended 31 March 2018**

### **Objectives and activities (continued)**

#### **The charity's objects**

To further such charitable purposes for the benefit of young people under the age of 25 in Keighley and District as the trustees see fit from time to time in particular by:

- a) advancing their education and development by providing and promoting a broad range of sustained, participatory, creative arts activities;
- b) promoting the arts in particular by the establishment and maintenance of a Community Arts and Music Centre;
- c) developing their capacity and skills in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society; and
- d) promoting for their benefit the provision of facilities for recreation or other leisure time occupation in the interests of social welfare and with the object of improving their condition of life.

#### **The charity's main activities**

The centre provides community based creative activities for individual and community benefit, focussing on self expression and self development. Primarily, though not exclusively, for young people.

Projects also included music lessons, Saturday Club, Moving On, Planet Drama, Tune Up Chill out, Music Speaks and Mum Made It.

#### **Achievements and performance**

We continue provision for those most in need and indeed what has come across plainly and clearly is the need young people have to find an antidote to the current system of education which tests, monitors and judges them to a point of great stress.

This year saw a continuation of the Tune Up Chill Out project though its focus and energies have shifted to provide young people with an escape, without judgement. Funding was secured from BBC Children in Need for a further three years and allowed us to develop the project to include more outdoor activities and less emphasis on schoolwork. We are looking for-ward to our first family camp out.

We also began the Baby Music project funded through Youth Music which offers music, movement and dance sessions for the under 5s enabling purchase of tiny instruments to encourage involvement in music making from a very young age.

The Brelms Trust CIO also supported the Baby Music mums group through additional support and healthy eating activities as well as one to one support for those who needed it.

This year also saw the start of Breathing Space, a BBC Children In Need small grants project. This was planned with young people who attended the previous Planet Drama project as well as the Moving On sessions. When we asked them what they wanted/needed it became apparent that something which was pressure free but with access to resources and skills; a place to just come and relax after a busy week; and somewhere to meet up with friends. This approach is working really well with the group well established now and with funding in place for three years a good timescale to work with.

#### **Financial review**

The net income for the year, after transfers, was £4,122, including net expenditure of £3,163 on unrestricted funds and net income of £7,285 on restricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £3,794.

The trustees aim to maintain sufficient reserve funds to cover between 3 and 6 months operating expenditure but the current level of reserves falls short of the policy and equates to approximately one month of running costs. The trustees are aware the current funding climate is not good: Small World have experienced a reduction in earned income at a time when they have observed an increase in need from service users.

# **Small World Cultural Arts Collective**

## **Trustees' report (continued) for the year ended 31 March 2018**

### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which 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 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;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

## **Small World Cultural Arts Collective**

### **Independent examiner's report to the trustees of Small World Cultural Arts Collective**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018, which are set out on pages 6 to 12.

#### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: ..... Name: Susan Szamakowicz

Relevant professional qualification or body: MAAT

Date: .....

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Small World Cultural Arts Collective**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2018**

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	-	45,380	45,380	42,634
Sales and fees		8,127	-	8,127	5,703
<b>Total income</b>		<b>8,127</b>	<b>45,380</b>	<b>53,507</b>	<b>48,337</b>
<b>Expenditure on:</b>					
Salaries and NIC	(4)	5,832	14,818	20,650	25,988
Payroll charges		359	-	359	485
Artist fees		-	-	-	3,404
Training		-	-	-	592
Travel and transport		1,528	102	1,630	228
Rent and rates		13,892	-	13,892	14,157
Heat, light and power		1,542	-	1,542	766
Water rates		344	-	344	167
Building expenses and materials		1,737	-	1,737	3,990
Premises and office expenses		1,139	-	1,139	1,312
Insurance		1,244	-	1,244	1,171
Telephone, fax and internet		1,216	-	1,216	840
Postage and stationery		4	-	4	150
Subscriptions and membership fees		-	-	-	10
Materials and event expenses		118	2,475	2,593	2,746
Refreshments		101	500	601	835
Small equipment		60	1,626	1,686	1,194
Computer equipment and software		58	-	58	-
Professional fees		13	-	13	139
Independent examination		600	-	600	600
Advertising and printing		40	37	77	353
<b>Total expenditure</b>		<b>29,827</b>	<b>19,558</b>	<b>49,385</b>	<b>59,127</b>
<b>Net income / (expenditure)</b>		<b>(21,700)</b>	<b>25,822</b>	<b>4,122</b>	<b>(10,790)</b>
<b>Transfers between funds</b>		<b>18,537</b>	<b>(18,537)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(3,163)</b>	<b>7,285</b>	<b>4,122</b>	<b>(10,790)</b>
<b>Fund balances brought forward</b>		<b>6,957</b>	<b>13,200</b>	<b>20,157</b>	<b>30,947</b>
<b>Fund balances carried forward</b>	(3)	<b>3,794</b>	<b>20,485</b>	<b>24,279</b>	<b>20,157</b>

All incoming resources and resources expended derive from continuing activities.

# Small World Cultural Arts Collective

## Balance sheet

as at 31 March 2018

	2018	2018	2018	2017
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) 715	-	715	300
Cash at bank and in hand	(6) 3,763	20,485	24,248	22,452
<b>Total current assets</b>	<u>4,478</u>	<u>20,485</u>	<u>24,963</u>	<u>22,752</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 684	-	684	2,595
<b>Total current liabilities</b>	<u>684</u>	<u>-</u>	<u>684</u>	<u>2,595</u>
<b>Net current assets</b>	<u>3,794</u>	<u>20,485</u>	<u>24,279</u>	<u>20,157</u>
<b>Total assets less current liabilities</b>	<u>3,794</u>	<u>20,485</u>	<u>24,279</u>	<u>20,157</u>
<b>Net assets</b>	<u>3,794</u>	<u>20,485</u>	<u>24,279</u>	<u>20,157</u>
<b>Funds</b>				
Unrestricted funds	3,794	-	3,794	6,957
Restricted funds	-	20,485	20,485	13,200
<b>Total funds</b>	<u>3,794</u>	<u>20,485</u>	<u>24,279</u>	<u>20,157</u>

For the year ending 31 March 2018 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) 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 and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: .....

Signed: .....

(Trustee)

Name .....

# **Small World Cultural Arts Collective**

## **Notes to the accounts**

### **for the year ended 31 March 2018**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: 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) (effective 1 January 2015) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

IT and audio visual equipment: over 1 year

Activity equipment: over 1 year

Other equipment: over 4 years

##### **Fund accounting**

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

# Small World Cultural Arts Collective

## Notes to the accounts continued

### for the year ended 31 March 2018

2 Grants and donations	2018	2018	2018	2017
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
National Foundation for Youth Music (NFYM 1)	-	-	-	14,759
National Foundation for Youth Music (NFYM 2)	-	26,980	26,980	-
BBC Children in Need (1)	-	-	-	17,104
BBC Children in Need (2)	-	-	-	4,396
BBC Children in Need (3)	-	2,953	2,953	-
BBC Children in Need (4)	-	15,447	15,447	-
Brelms Trust CIO	-	-	-	4,600
Craven Trust	-	-	-	1,000
BMDC Community Chest	-	-	-	100
Donations	-	-	-	675
	<u>-</u>	<u>45,380</u>	<u>45,380</u>	<u>42,634</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
NFYM (1)	893	-	893	-	-
NFYM (2)	-	26,980	3,424	(6,694)	16,862
BBC Children in Need (1)	4,653	-	-	(4,653)	-
BBC Children in Need (2)	1,644	-	-	(1,644)	-
BBC Children in Need (3)	-	2,953	1,987	-	966
BBC Children in Need (4)	-	15,447	12,790	-	2,657
Lloyds Foundation	1,622	-	464	(1,158)	-
Brelms Trust CIO	4,388	-	-	(4,388)	-
	<u>13,200</u>	<u>45,380</u>	<u>19,558</u>	<u>(18,537)</u>	<u>20,485</u>

#### Fund name

#### Purpose of restriction

NFYM (1)	To deliver the Youth Music Programme (2016-17).
NFYM (2)	To deliver the Baby Music Programme (2017-19).
BBC Children in Need (1)	To provide an education support club for young people.
BBC Children in Need (2)	Towards costs of Planet Drama Project.
BBC Children in Need (3)	For The Breathing Space Project.
BBC Children in Need (4)	For Tune Up Chill Out projects.
Lloyds Foundation	To fund a pilot support project for those aged 17+ experiencing mental health issues.
Brelms Trust CIO	To pilot a support group for young mums with mental health issues.

#### Transfers

All transfers relate to overhead and administration charges as agreed with the funder.

# Small World Cultural Arts Collective

## Notes to the accounts continued

### for the year ended 31 March 2018

4 Staff costs and numbers	2018	2017
	£	£
Gross salaries	20,650	25,988
Social security costs	19	113
Employment allowance	(19)	(113)
	<u>20,650</u>	<u>25,988</u>

The average number employees during the year was 4, being an average of 1.1 full time equivalent (2017: 5.2, 1.4 FTE).

5 Debtors and prepayments	2018	2017
	£	£
Debtors	400	-
Prepayments	315	300
	<u>715</u>	<u>300</u>

6 Cash at bank and in hand	2018	2017
	£	£
Current account	24,432	22,344
Cash in hand	(184)	108
	<u>24,248</u>	<u>22,452</u>

7 Creditors and accruals	2018	2017
	£	£
Creditors	84	195
Accruals	600	600
Loans	-	1,800
	<u>684</u>	<u>2,595</u>

### 8 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

Within one year

In the second to fifth years inclusive

Over five years from the balance sheet date

1 Luton Street

Keighley

£

13,285

-

-

13,285

### 9 Trustee expenses

No trustee received any expenses during this year or the previous financial year.

**Small World Cultural Arts Collective**  
**Notes to the accounts continued**  
**for the year ended 31 March 2018**

**10 Related party transactions**

**Key management personnel**

The key management personnel of the charity comprises the Co-ordinator only. The total employee benefits of the key management personnel of the charity were £7,675.(2017 £7,275)

**Remuneration and benefits**

		2018	2017
<b>Name of trustee or related party</b>	<b>Legal authority</b>	£	£
Anita Gregory	Governing document	598	454
		<u>598</u>	<u>454</u>

Anita Gregory (AG Cleaning Services) was paid £598 in this financial year for cleaning services (2017:£454).

There were no other related party transactions during this year or the previous financial year.

## Small World Cultural Arts Collective

### Statement of Financial Activities including comparatives for all funds

#### (including summary income and expenditure account)

for the year ended 31 March 2018

	2018 Unrestricted funds £	2017 Unrestricted funds £	2018 Restricted funds £	2017 Restricted funds £	2018 Total funds £	2017 Total funds £
<b>Income</b>						
Grants and donations	-	675	45,380	41,959	45,380	42,634
Sales and fees	8,127	5,703	-	-	8,127	5,703
<b>Total income</b>	<b>8,127</b>	<b>6,378</b>	<b>45,380</b>	<b>41,959</b>	<b>53,507</b>	<b>48,337</b>
<b>Expenditure</b>						
Salaries and NIC	5,832	582	14,818	25,406	20,650	25,988
Payroll charges	359	204	-	281	359	485
Artist fees	-	105	-	3,299	-	3,404
Training	-	-	-	592	-	592
Travel and transport	1,528	209	102	19	1,630	228
Rent and rates	13,892	14,157	-	-	13,892	14,157
Heat, light and power	1,542	487	-	279	1,542	766
Water rates	344	167	-	-	344	167
Building expenses and materials	1,737	463	-	3,527	1,737	3,990
Premises and office expenses	1,139	1,132	-	180	1,139	1,312
Insurance	1,244	1,171	-	-	1,244	1,171
Telephone, fax and internet	1,216	15	-	825	1,216	840
Postage and stationery	4	-	-	150	4	150
Subscriptions and membership fees	-	10	-	-	-	10
Materials and event expenses	118	1,228	2,475	1,518	2,593	2,746
Refreshments	101	29	500	806	601	835
Small equipment	60	176	1,626	1,018	1,686	1,194
Computer equipment and software	58	-	-	-	58	-
Professional fees	13	12	-	127	13	139
Independent examination	600	600	-	-	600	600
Advertising and printing	40	103	37	250	77	353
<b>Total expenditure</b>	<b>29,827</b>	<b>20,850</b>	<b>19,558</b>	<b>38,277</b>	<b>49,385</b>	<b>59,127</b>
<b>Net income / (expenditure)</b>	<b>(21,700)</b>	<b>(14,472)</b>	<b>25,822</b>	<b>3,682</b>	<b>4,122</b>	<b>(10,790)</b>
<b>Transfers between funds</b>	<b>18,537</b>	<b>17,048</b>	<b>(18,537)</b>	<b>(17,048)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(3,163)</b>	<b>2,576</b>	<b>7,285</b>	<b>(13,366)</b>	<b>4,122</b>	<b>(10,790)</b>
<b>Fund balances brought forward</b>	<b>6,957</b>	<b>4,381</b>	<b>13,200</b>	<b>26,566</b>	<b>20,157</b>	<b>30,947</b>
<b>Fund balances carried forward</b>	<b>3,794</b>	<b>6,957</b>	<b>20,485</b>	<b>13,200</b>	<b>24,279</b>	<b>20,157</b>