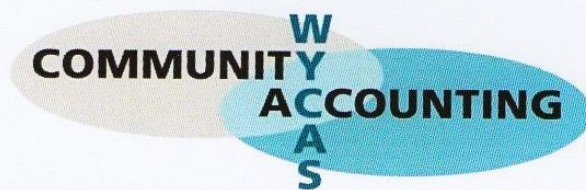


**Small World Cultural Arts Collective**

Charity number 1109457

A company limited by guarantee number 04984522

**Annual Report and Financial Statements**  
**for the year ended 31 March 2017**



West Yorkshire Community Accounting Service

# **Small World Cultural Arts Collective**

## **Annual Report and Financial Statements**

**for the year ended 31 March 2017**

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**Prepared by West Yorkshire Community Accounting Service**

## **Small World Cultural Arts Collective**

### **Trustees' report for the year ended 31 March 2017**

#### **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>
Gemma Taylor	Chair	Stood down as Chair 10 December 2016
Judith Brooksbank	Chair	Appointed as Chair 10 December 2016
Anita Gregory	Treasurer	
Rohman Ali	Secretary	
Daniel Highton		
Debbie Houldsworth		
Florence Toch		

**Company secretary** Samantha Atkins

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

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

<b>Registered and principal address</b>	<b>Bankers</b>
Small World Cultural Arts Collective	Yorkshire Bank
1 Luton Street	73 North Street
Keighley	Keighley
BD21 2LE	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.

## **Small World Cultural Arts Collective**

### **Trustees' report (continued) for the year ended 31 March 2017**

#### **Objectives and activities**

##### **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.

##### **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.

##### **Achievements and performance**

We have now been in the new premises for around 18 months; we have a lovely new kitchen creatively produced by a great bunch of volunteers. This allows us to cook with the groups and they have been making some very tasty snacks and meals.

There is still a long way to go - the roof is yet to be made watertight and the garden is on a hiatus until our lovely volunteer, Pete, is able to come again but it is working well overall and it is being well used by funded projects and volunteer led activities alike. We're also able to provide a rehearsal space for young people who were on the music project as well as continuing the lessons until the summer.

All in all a good year, we've survived in a time when we have lost so many services - all the more reason to keep going. A massive thank you to all the people who keep us going; staff, volunteers, committee members, funders and most of all the wonderful young people we meet who attend Small World, after all, this is for you.

Small World produce a separate annual report detailing projects.

##### **Financial review**

The net expenditure for the year, after transfers, was £10,790, including net income of £2,576 on unrestricted funds and net expenditure of £13,366 on restricted funds.

##### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £6,957.

The trustees aim to maintain sufficient reserve funds to cover between 3 and 6 months operating expenditure.

## **Small World Cultural Arts Collective**

### **Trustees' report (continued) for the year ended 31 March 2017**

#### **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 on the accounts of the charitable company for the year ended 31 March 2017, which are set out on pages 6 to 13.

#### **Respective responsibilities of the trustees and the 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 an 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, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

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 the 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.

#### **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 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 (Charities SORP (FRS 102)).

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.

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 2017**

	Notes	2017 Unrestricted funds £	2017 Restricted funds £	2017 Total funds £	2016 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	675	41,959	42,634	69,362
Sales and fees		5,703	-	5,703	7,535
Event income		-	-	-	200
<b>Total income</b>		<u>6,378</u>	<u>41,959</u>	<u>48,337</u>	<u>77,097</u>
<b>Expenditure on:</b>					
Salaries and NIC	(4)	582	25,406	25,988	26,429
Payroll charges		204	281	485	493
Artist fees		105	3,299	3,404	4,475
Volunteer expenses		-	-	-	7
Training		-	592	592	1,286
Travel and transport		209	19	228	211
Rent and rates		14,157	-	14,157	13,630
Heat, light and power		487	279	766	1,579
Water rates		167	-	167	456
Building expenses and materials		463	3,527	3,990	8,156
Premises and office expenses		1,132	180	1,312	1,643
Insurance		1,171	-	1,171	2,042
Telephone, fax and internet		15	825	840	1,004
Postage and stationery		-	150	150	14
Subscriptions and membership fees		10	-	10	292
Materials and event expenses		1,228	1,518	2,746	2,751
Refreshments		29	806	835	337
Small equipment		176	1,018	1,194	5,090
Computer equipment and software		-	-	-	1
Professional fees		12	127	139	720
Independent examination		600	-	600	600
Advertising and printing		103	250	353	-
<b>Total expenditure</b>		<u>20,850</u>	<u>38,277</u>	<u>59,127</u>	<u>71,216</u>
<b>Transfers between funds</b>	(3)	17,048	(17,048)	-	-
<b>Net movement in funds</b>		2,576	(13,366)	(10,790)	5,881
<b>Fund balances brought forward</b>		4,381	26,566	30,947	25,066
<b>Fund balances carried forward</b>	(3)	<u>6,957</u>	<u>13,200</u>	<u>20,157</u>	<u>30,947</u>

All incoming resources and resources expended derive from continuing activities.

## Small World Cultural Arts Collective

### Balance sheet

as at 31 March 2017

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Debtors and prepayments	(5) 300	-	300	2,438
Cash at bank and in hand	(6) 9,252	13,200	22,452	34,079
<b>Total current assets</b>	<u>9,552</u>	<u>13,200</u>	<u>22,752</u>	<u>36,517</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 2,595	-	2,595	5,570
<b>Total current liabilities</b>	<u>2,595</u>	<u>-</u>	<u>2,595</u>	<u>5,570</u>
<b>Net current assets</b>	<u>6,957</u>	<u>13,200</u>	<u>20,157</u>	<u>30,947</u>
<b>Total assets less current liabilities</b>	<u>6,957</u>	<u>13,200</u>	<u>20,157</u>	<u>30,947</u>
<b>Net assets</b>	<u>6,957</u>	<u>13,200</u>	<u>20,157</u>	<u>30,947</u>
<b>Funds</b>				
Unrestricted funds	6,957	-	6,957	4,381
Restricted funds	-	13,200	13,200	26,566
<b>Total funds</b>	<u>6,957</u>	<u>13,200</u>	<u>20,157</u>	<u>30,947</u>

For the year ending 31 March 2017 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 2017**

#### **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.

##### **Reconciliation with previous Generally Accepted Accounting Practice In preparing the accounts**

The trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. They have determined that no such restatement is required.

As a consequence, 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.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **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

## **Small World Cultural Arts Collective**

### **Notes to the accounts**

#### **for the year ended 31 March 2017**

##### **1 Accounting policies (continued)**

###### **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 2017

2 Grants and donations	2017	2017	2017	2016
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
The National Foundation for Youth Music Awards For All	-	14,759	14,759	22,138
BBC Children in Need (1)	-	17,104	17,104	17,648
BBC Children in Need (2)	-	4,396	4,396	5,372
Lloyds Foundation	-	-	-	14,906
Keighley Town Council	-	-	-	250
Brelms Trust CIO	-	4,600	4,600	-
Craven Trust	-	1,000	1,000	-
BMDC Community Chest	-	100	100	-
Donations	675	-	675	252
	<u>675</u>	<u>41,959</u>	<u>42,634</u>	<u>69,362</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
The National Foundation for Youth Music	1,583	14,759	10,241	(5,208)	893
Awards For All	2,062	-	2,062	-	-
BBC Children in Need (1)	3,419	17,104	11,870	(4,000)	4,653
BBC Children in Need (2)	4,956	4,396	5,078	(2,630)	1,644
Lloyds Foundation	14,296	-	7,464	(5,210)	1,622
Keighley Town Council	250	-	250	-	-
Brelms Trust CIO	-	4,600	212	-	4,388
Craven Trust	-	1,000	1,000	-	-
BMDC Community Chest	-	100	100	-	-
	<u>26,566</u>	<u>41,959</u>	<u>38,277</u>	<u>(17,048)</u>	<u>13,200</u>

#### Fund name

#### Purpose of restriction

The National Foundation for Youth Music Awards For All	To deliver the Youth Music Programme.
BBC Children in Need (1)	Towards refurbishment of new premises.
BBC Children in Need (2)	To provide an education support club for young people.
Lloyds Foundation	Towards costs of Planet Drama Project.
Keighley Town Council	To fund a pilot support project for those aged 17+ experiencing mental health issues.
Brelms Trust CIO	To produce postcards from artwork (Postcards of Keighley).
Craven Trust	To pilot a support group for young mums with mental health
BMDC Community Chest	Towards costs of building works.
	Towards the costs of the new kitchen.

#### 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 2017**

<b>4 Staff costs and numbers</b>		2017	2016
		£	£
Gross salaries		25,988	26,429
Social security costs		113	137
Employment allowance		(113)	(137)
		<u>25,988</u>	<u>26,429</u>

The average number employees during the year was 5.2, being an average of 1.4 full time equivalent (2016: 5.8, 1.6FTE).

<b>5 Debtors and prepayments</b>		2017	2016
		£	£
Debtors	Sales and fees	-	2,163
Prepayments	Insurance	300	275
		<u>300</u>	<u>2,438</u>

<b>6 Cash at bank and in hand</b>		2017	2016
		£	£
Current account		22,344	33,444
Cash in hand		108	635
		<u>22,452</u>	<u>34,079</u>

<b>7 Creditors and accruals</b>		2017	2016
		£	£
Creditors	Payroll charges	108	104
	HM Revenue and Customs	87	79
Accruals	Independent examination	600	600
	Freelance costs	-	270
	Heat, light and power	-	278
	Premises costs	-	39
Loans	Short term loan (due in one year)	1,800	4,200
		<u>2,595</u>	<u>5,570</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:

	1 Luton Street Keighley
	£
Within one year	13,285
In the second to fifth years inclusive	-
Over five years from the balance sheet date	-
	<u>13,285</u>

**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 2017**

**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 £7,275.

**Remuneration and benefits**

<b>Name of trustee or related party</b>	<b>Legal authority</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
Anita Gregory	Governing document	<u>454</u>	<u>637</u>

Anita Gregory (AG Cleaning Services) was paid £454 in this financial year for cleaning services (2016:£637).

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 2017**

	2017 Unrestricted funds £	2016 Unrestricted funds £	2017 Restricted funds £	2016 Restricted funds £	2017 Total funds £	2016 Total funds £
<b>Income</b>						
Grants and donations	675	252	41,959	69,110	42,634	69,362
Sales and fees	5,703	7,535	-	-	5,703	7,535
Event income	-	200	-	-	-	200
<b>Total income</b>	<b>6,378</b>	<b>7,987</b>	<b>41,959</b>	<b>69,110</b>	<b>48,337</b>	<b>77,097</b>
<b>Expenditure</b>						
Salaries and NIC	582	204	25,406	26,225	25,988	26,429
Payroll charges	204	-	281	493	485	493
Artist fees	105	270	3,299	4,205	3,404	4,475
Volunteer expenses	-	-	-	7	-	7
Training	-	-	592	1,286	592	1,286
Travel and transport	209	-	19	211	228	211
Rent and rates	14,157	8,225	-	5,405	14,157	13,630
Heat, light and power	487	1,134	279	445	766	1,579
Water rates	167	456	-	-	167	456
Building expenses and materials	463	1,868	3,527	6,288	3,990	8,156
Premises and office expenses	1,132	43	180	1,600	1,312	1,643
Insurance	1,171	42	-	2,000	1,171	2,042
Telephone, fax and internet	15	369	825	635	840	1,004
Postage and stationery	-	14	150	-	150	14
Subscriptions and membership fees	10	292	-	-	10	292
Materials and event expenses	1,228	87	1,518	2,664	2,746	2,751
Refreshments	29	-	806	337	835	337
Small equipment	176	193	1,018	4,897	1,194	5,090
Computer equipment and software	-	-	-	1	-	1
Professional fees	12	720	127	-	139	720
Independent examination	600	-	-	600	600	600
Advertising and printing	103	-	250	-	353	-
<b>Total expenditure</b>	<b>20,850</b>	<b>13,917</b>	<b>38,277</b>	<b>57,299</b>	<b>59,127</b>	<b>71,216</b>
<b>Net income / (expenditure)</b>	<b>(14,472)</b>	<b>(5,930)</b>	<b>3,682</b>	<b>11,811</b>	<b>(10,790)</b>	<b>5,881</b>
<b>Transfers between funds</b>	<b>17,048</b>	<b>582</b>	<b>(17,048)</b>	<b>(582)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>2,576</b>	<b>(5,348)</b>	<b>(13,366)</b>	<b>11,229</b>	<b>(10,790)</b>	<b>5,881</b>
<b>Fund balances brought forward</b>	<b>4,381</b>	<b>9,729</b>	<b>26,566</b>	<b>15,337</b>	<b>30,947</b>	<b>25,066</b>
<b>Fund balances carried 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>