

BLACKWOOD ARTS CENTRE

(Also known as Blackwood Miners' Institute)

Report and Financial Statements

Year ending 31 March 2018

Charity Number 1000905

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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CHARITY AND ADMINISTRATIVE INFORMATION

Name of Charity	Blackwood Arts Centre
Working Name	Blackwood Miners' Institute
Charity Registration Number	1000905
Registered Office And Business Address	Blackwood Miners' Institute High Street Blackwood NP12 1BB
Trustee	Caerphilly County Borough Council Penallta House Tredomen Park Ystrad Mynach Hengoed CF82 7PG
Theatre Manager	Giles Ballisat
Independent Examiners	Grant Thornton UK LLP Chartered Accountants Cardiff

TRUSTEE'S REPORT FOR THE YEAR ENDING 31 MARCH 2018

Introduction

On behalf of the trustees I am pleased to present our annual report together with the annual financial statement for the charity for the year ending 31 March 2018. The financial statements comply with the Charities Act 2011, the Objects of The Charitable Trust, and the statement of recommended practice – accounting and reporting by Charities FRS 102.

Blackwood Miners' Institute continues to present a programme of professional arts and entertainment, and be a resource for community and amateur organisations to create and present their own productions. The theatre also continues to provide a wide range of opportunities for people from all sectors of the community to take part in creative activities of their choice.

We acknowledge that we currently face challenging times; where local and regional engagement with the arts is traditionally low; the region has higher than average levels of deprivation, and all this against a backdrop of ever decreasing public funding. But despite this, our efforts to continue engaging audiences, developing new and innovative programme stands, and by working collaboratively and in partnership, prove that we have a very valuable role to play in the creative community.

I would like to thank our audiences and participants for your continued support and engagement, to our staff for their continued hard work and dedication, and to our partners and funders for their confidence and recognition of a quality arts programme.

Leader OR Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing of Future Generations

on behalf of Cabinet as Trustees

Governance and Management

Caerphilly County Borough Council is the sole corporate trustee for the charity. Implementation of the organisation's aims and objectives and the day to day administration is undertaken by the Theatre Manager (employee), and the team which is overseen by the Head of Regeneration and Planning. Caerphilly utilises the greater London Provincial Job Evaluation process, and uses the nationally negotiated pay spine referred to as the National Joint Council for Local Government Services to determine the pay and remuneration of the charity's key management personnel.

Our Purpose and Activities

Blackwood Arts Centre, also known as Blackwood Miners' Institute, formerly a miners' welfare institute paid for by the salaries of local miners, was refurbished as a community arts and entertainment venue in the early 1990's thanks to funding from the Welsh Office and Islwyn Borough Council. Today, Blackwood Miners' Institute (BMI) is a vibrant and professional theatre venue and registered charity, and one of the busiest in the South Wales Valleys. We present a programme of high quality professional, community and amateur art and entertainment for a wide range of audiences. We also provide a wide range of opportunities for people from all sectors of the community to take part in creative activities of their choice.

The purposes of the charity are set out in the building's binding objects in the charitable trust deed (October 1990). These are to:

- Promote, improve, develop, maintain and advance public awareness and participation in, and encourage an appreciation of the art and science of, music, dance, drama, literature and the visual arts.
- Promote, through appropriate activities, the education and training, mental and spiritual capacities of people who are unemployed, young people and pre-school children.
- Educate the public in the geography, history and architecture of the area and sets out the 'Stute's responsibility in safeguarding against drug and alcohol abuse.

Our current mission is:

To be the leading theatre within the South East Valleys, creating and presenting the highest quality professional and community arts, creating enriching, cultural experiences for a diverse range of audiences and participants.

Our current aims are:

- To contribute to the economic, cultural, and social regeneration of the region, and to help make Caerphilly County Borough a better place to live, visit, and work.

- To promote the arts in a positive and accessible way, to create a relaxed, friendly and welcoming atmosphere where audiences and participants can feel comfortable in attending the arts, and will want to attend more regularly.
- To ensure equality of provision by providing a diverse range of arts activity for a wide range of audiences and participants, ensuring that everybody has easy access to arts and culture.
- To work collaboratively and in partnership to ensure value for money and to find sustainable ways to improve the level of service offered to members of our local communities.

The strategies employed to achieve the charity's aims include:

- Presenting and producing a range of arts and entertainment events including drama, dance, comedy, and live music.
- Programming a balance of professional and amateur events; populist and commercial work which underpins the viability of the theatre and a cultural programme which is mostly supported by external grant funding from Arts Council Wales.
- Delivering a wide range of community workshops and classes, with a particular focus on children and young people, to provide opportunities for them to take part in the activity of their choice.

Public Benefit

In shaping our aims and planning our activities for the year, we considered the Charity Commission's guidance on public benefit, including guidance on public benefit and fee charging. The Objects of the charity define the area of benefit as the inhabitants of the District of Islwyn and the surrounding districts (now Caerphilly County Borough).

The theatre relies on subsidy from Caerphilly County Borough Council and the income from fees and charges to cover its operating costs. In setting the level of fees and charges and concessions, we give careful consideration to the accessibility of the theatre to those on low incomes. We recognise that local and regional engagement with the arts is low; and the region has higher than average levels of deprivation. Our programme is carefully considered to ensure that everything is programmed with our community and audiences in mind.

The Arts Programme

We presented 177 live performances and sold 34,924 tickets, compared to the previous year of 182 performances/33,816 tickets, being in increase in ticket sales of 3.3% on the previous year, following the previous year's increase of 7%.

This was the second year that we benefitted from Arts Council of Wales funding through its Arts Portfolio Wales funding grant. The funding allows us to programme high quality, engaging and entertaining work which helps to attract new audiences.

We continue to develop new drama audiences and we presented a number of high quality productions including Black RAT's ONE MAN, TWO GUVNORS, a co-production of JASON AND THE ARGONAUTS, a return visit of Rhodri Wyn Miles in BURTON, a powerful one-man play vividly presenting the life of the great Welsh actor Richard Burton in his own words. Award-winning theatre company New Old Friends presented CRIMES UNDER THE SUN, a four-handed comedy thriller with each actor playing multiple characters. Fio Theatre Company brought THE MOUNTAINTOP (Best New Play, Olivier Awards 2010) originally produced at The Other Room, Cardiff. A Taliesin Arts Centre and Theatre Pena Co-Production of WOMAN OF FLOWERS proved to be one of the highlights of the drama offer.

We presented our second site-specific production in the form of a sci-fi treasure hunt called PROJECT: OGGBOTS. This production, aimed at children aged 7+, combined immersive street theatre, interactive gaming and the basics of electronic engineering. The treasure hunt led the children around the streets of Blackwood solving clues and meeting mysterious characters which resulted in them being able to build their own Oggbot.

Family work continues to be popular at Blackwood and such productions have included THE TIGER WHO CAME TO TEA, POGGLE, A STRANGE NEW SPACE, POP! A MAGICAL COMEDY SHOW and LEAF BY NIGGLE. Ipdid Theatre presented A HEAD IN THE CLOUDS which was a tactile, interactive performance specially created for the youngest children and their grown-ups.

Heritage Opera returned with THE MAGIC FLUTE and we were once again pleased to be able to showcase local musical talent INTO THE ARK.

During 2017/18 we offered relaxed performances for POGGLE by Barrowland Theatre, TIDDLY PROM by Arts Active, TALES FROM THE TREES by Squashbox, A STRANGE NEW SPACE by Tessa Bide and JACK AND THE BEANSTALK. We continue to receive positive feedback regarding the relaxed performances.

During Dementia Awareness Week we worked with the Alzheimer's Society and presented a Dementia Friendly performance of ROSS LEADBEATER'S GREAT BRITISH SONGBOOK.

Welsh Language performances included Y CROCHAN UWD HUD by Theatr Sherman Cymru and CULHWCH AC OLWEN by Cwmni Mega Company.

For the second year running, we supported the WELSH INTERNATIONAL DOCUMENTARY FILM FESTIVAL by hosting three days of workshops, talks and seminars as well as gala screening of the shortlisted documentaries. Over the three days the festival - which was hosted in conjunction with the Maxime Cinema – over 550 people visited the festival.

Our Christmas pantomime, JACK AND THE BEANSTALK from Rainbow Productions, starring Owen Money, grossed over £155,000 being the highest gross box office income for any pantomime at Blackwood with ticket sales at 15,630.

BMI continued to present the ever-popular 'STUTE COMEDY NIGHTS which take place on the first Friday of most months in the Lower Bar. Three up-and-coming comedians provide two hours of comedy with an audience capacity of a hundred in a cabaret-style setting.

Co-Productions and Touring

We continued our co-producing relationship with RCT Theatres. In spring 2017 we co-produced a brand new version of the classic legend JASON AND THE ARGONAUTS with RCT Theatres which, as well as playing Blackwood, toured to ten other venues across Wales.

We also continued our long-running successful co-producing relationship with Black RAT productions presenting Richard Bean's fast-paced and riotous farce, ONE MAN, TWO GUVNORS. After rehearsing and opening at Blackwood, it then went on tour, playing fourteen venues across Wales. Audience numbers were excellent across the whole tour and the production was well received by the press.

We once again supported 10 MINUTE MUSICALS which is a project that allows audiences an opportunity to see new musicals in development, written by aspiring musical theatre creators and run in association with Leeway Productions, who also ran a taster workshop for all artists, whether it be an hopeful writer, musician or composer.

BMI continued to develop KISS ME LIKE YOU MEAN IT by Chris Chibnall with a view to touring in 2019.

The Educational Programme

Blackwood Miners' continues to deliver Blackwood Youth Dance, which consists of four contemporary dance groups between the ages of 5 and 14, as well as youth drama for ages 4 to 16. We also offer an adult drama group on a Monday evening. Performances included A GRAND DANCE FOR THE GRAND APPEAL which raised money for Wallace and Gromit's Grand Appeal.

The BMI Community Theatre Group goes from strength to strength catering from 5-year-olds to 14-year-olds who then have the opportunity to progress to the Caerphilly Youth Theatre as well as Caerphilly Youth Theatre's Welsh Language group.

Community and Amateur Events

The BMI continues to support and encourage community and amateur groups. Blackwood Musical Theatre Society presented THE MAGIC OF THE MUSICALS where we are able to provide them with a professional venue in which to perform as well a welcoming and comfortable place to meet and rehearse. We also presented and supported performances from Mynyddislwyn Male Choir and Risca Male Choir.

CCBC Community Dance Festival 2017, which took place in July, was a success once again with over 200 young people from 8 dance schools in the Borough taking part across three nights. At the same time we also supported Janet Stephens Theatre Dance to present her annual dance school showcase. Both events are a fantastic opportunity for young people to perform – often for the first time – in a professional venue.

WINGS TO FLY, the annual drug awareness project promoted by Gwent Police and Caerphilly Crime Prevention Panel, was once again performed by Caerphilly Youth Theatre to all pupils in Year 6 in the County for the 23rd consecutive year playing to over 3370 children.

Financial Review

We continue to work hard to increase our income generation especially during rising budget pressures. Caerphilly County Borough Council continues to support the Arts Service with subsidy that includes covering any operating deficit in BMI's accounts. No overspend or underspend is carried over from 2017/18.

Management at BMI has worked hard to increase ticket income through audience development, programme development and careful negotiation with the companies that are programmed. Ticket income was £302,315 for 2017/18 (a 9.9% increase on the previous year and 19.9% increase in the past two years).

It was our second year as part of the Arts Council's revenue funded portfolio. We received a grant of £129,376 that contributed to subsidising the artistic programme, funding our touring and co-productions, and assisting with the additional marketing and technical support that is required for our increased activity.

Secondary sources of income included bar and confectionary sales which contributed £13,449 net profit towards earned revenue. The management continues to work hard to ensure that sales on the bar and in confectionary are maximised.

Blackwood Miners' Institute has a number of rooms that are available to hire to commercial clients as well as community groups. In 2017/18 room hire contributed £41,937 to the income. This is an area that we will be trying to maximise in the future.

Reserves Policy

In 2017-18, Blackwood Arts Centre (Blackwood Miners Institute) did not have a reserves policy, as any operational deficit is covered by the subsidy from Caerphilly County Borough.

Our Pricing Policy

In setting our pricing policy we attempt to promote the arts in a positive and accessible way, and ensure equality of provision by providing a diverse range of arts activity for a wide range of audiences and participants. We aim to keep ticket prices as low as possible to ensure that everybody has easy access to arts and culture. This is balanced against the need to maximise income to ensure the charity's viability, where earned income makes up approximately 45% of the charity's turnover.

The average ticket yield in 2017/18 was **£8.67**

We offer concession prices on most of our live performances. Concessions are offered to the following:

- Senior Citizens
- Registered Unemployed
- Children
- Students
- School Children
- ICIS card holders
- Disabled People (with their Companions or Personal Assistants attending for free if required, under the Hynt Scheme)

Family discounts are also offered on all of our family productions.

We also offer workshop / ticket offers with any outreach work associated with incoming productions, so that young people attending a workshop receive a ticket for the performance, as an incentive to attend the theatre, thus breaking down barriers associated with theatre going.

Risk management

The Charity has reviewed the major risks to the organisation and has systems and procedures in place to manage these risks. The charity analyses, manages and monitors risk in the following way:

1. Identify risk
2. Assess what impact risk would have on activity, outcome or objective
3. Score the risk according to likelihood and severity
4. Identify controls that need to be in place to avoid or minimise impact
5. Quarterly review of risk, assessing progress made and revising score if necessary

Trustee responsibilities

The charity's trustee is responsible for preparing a trustee's annual report and financial statement in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102, the financial reporting standard applicable in the UK and Republic of Ireland.

Charity law requires the trustee to prepare financial statements 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 income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then 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 financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustee is responsible for keeping proper accounting records that 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 Charities Act 2011. 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.

On behalf of the Trustee

Leader OR Deputy Leader and Cabinet Member for Economy, Infrastructure, Sustainability and Wellbeing of Future Generations

.....

..... (Date)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BLACKWOOD ARTS CENTRE FOR THE YEAR ENDING 31 MARCH 2018

[Independent examiner's report to the trustees of Blackwood Arts Centre](#)

I report on the accounts of Blackwood Arts Centre for the year ended 31 March 2018, which are set out on pages 14 to 20.

Your attention is drawn to the fact that the charity's trustees have prepared the charity's accounts in accordance with the Statement of Recommended Practice '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)' in preference to the Statement of Recommended Practice 'Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005)' issued in April 2005 which is referred to in the Charities (Accounts and Reports) Regulations 2008 but has been withdrawn. I understand that the charity's trustees have done this in order for the charity's accounts to give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

This report is made solely to the charity's trustees, as a body, in accordance with the Charities (Accounts and Reports) Regulations 2008 made under section 154 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of Chartered Institute of Public Finance Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011; and
- to 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 comparison of the accounts with the accounting records kept by the charity. 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.

Independent examiner's statement

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

- which gives me reasonable cause to believe that in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011 Act;have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Barrie Morris
Grant Thornton UK LLP
Chartered Accountants
9-11 Penhill Road
Cardiff
CF11 9UP
Date:

STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2018

BLACKWOOD ARTS CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 31 MARCH 2018

			Total Funds 2016-17 £	Total Funds 2017-18 £
<u>Income from</u>				
	Other trading activities	A1	50,236.88	49,287.68
	Operation of theatre and arts centre	B2	758,311.60	792,457.94
TOTAL INCOME			808,548.48	841,745.62
<u>Expenditure on</u>				
	Other trading activities	A2	35,837.78	35,838.20
	Operation of theatre and arts centre	C3	758,401.07	800,810.51
	Expenditure on Charitable Activities (Governance Costs)	D	14,309.63	5,096.91
TOTAL EXPENDITURE			808,548.48	841,745.62
NET MOVEMENTS IN YEAR			0	0

BLACKWOOD ARTS CENTRE**CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2018**

				Total Funds 2016-17 £	Total Funds 2017-18 £
<i>FIXED ASSETS</i>					
	Tangible assets		K	2,646,206.90	2,559,510.11
<i>CURRENT ASSETS</i>					
	Stock		H	2,658.30	4,656.85
	Debtors	ACW grant	I	0	0
		Other	I	13,670.11	2,912.03
	Total Current Assets			16,328.41	7,568.88
<i>LIABILITIES</i>					
	Creditors falling due within one year		J	-91,088.73	-68,443.41
<i>NET CURRENT LIABILITIES</i>				-74,760.32	-60,874.53
<i>TOTAL ASSETS LESS CURRENT LIABILITIES</i>				2,571,446.58	2,498,635.58
<i>CREDITORS FALLING DUE AFTER 1 YEAR</i>				0	0
NET ASSETS				2,571,446.58	2,498,635.58
<i>FUNDS OF THE CHARITY</i>					
<i>Unrestricted funds</i>					
	Designated property assets funds			2,646,206.90	2,559,510.11
	Designated stocks			2,658.30	4,656.85
	General fund			-77,418.62	-65,531.38
TOTAL CHARITY FUNDS				2,571,446.58	2,498,635.58

Cabinet on behalf of
the Trustees

Signature

Date

Statement of Cash flows	2016-17	2017-18
	£0	£0
Net Cash Provided by Operating Activities	0	0
Net Cash Provided by Investing Activities	0	0
Net Cash Provided by Financing Activities	0	0
	<hr/>	<hr/>
Change in Cash and Cash Equivalents in the reporting period	0	0
Cash And Cash equivalents at the beginning of the reporting period	0	0
	<hr/>	<hr/>
Cash And Cash equivalents at the end of the reporting period	0	0

A. INCOME FROM OTHER TRADING ACTIVITIES

The Bar and Vending activities are only operable when charitable activities are taking place in Blackwood Arts Centre

SUMMARY TRADING ACCOUNTS

			2016-17	2017-18
			£	£
Turnover	Bar	1	24,222.34	22,601.06
Cost of Sales	Bar	2	-28,168.59	-27,084.31
Net Profit/Loss			-3,946.25	-4,483.25
<hr/>				
Turnover	Vending	1	26,014.54	26,686.62
Cost of Sales	Vending	2	-7,669.19	-8,753.89
Net Profit			18,345.35	17,932.73
<hr/>				
Total funds generated for charity			14,399.10	13,449.48
<hr/>				
Current assets (Stock)	Bar	3	2,658.30	4,656.85
	Vending	3	0	0
			2,658.30	4,656.85

B. INCOME FROM CHARITABLE ACTIVITIES

			£	£
Gross Income	Shows, Concerts		275,118.61	302,315.36
	Workshops		9,059.35	8,741.00
	Room Hires		48,862.99	41,937.01
	<i>Subtotal: Admission charges and programmes</i>		333,040.95	352,993.37
	Programme Support grant, Arts Council		125,000.00	129,376.00
	Subsidy from Local Authority		300,270.65	310,088.57
	Subtotal		425,270.65	439,464.57
Total income from Charitable Activities		2	758,311.60	792,457.94

C. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2016-17	2017-18
	£	£
Artists fees	286,666.87	290,340.13
Production expenses	143,511.88	121,619.30
Box Office & Front of House	30,408.92	36,879.66
Promotion and marketing	89,174.26	86,011.32
Central Premises costs	69,011.08	155,135.25
Support Costs	128,473.06	99,560.59
Education (Workshops)	11,155.00	11,264.26
	758,401.07	800,810.51

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D. ANALYSIS OF SUPPORT COSTS

	2016-17	2017-18
	£	£
Manager Operations	35,238.54	8,387.63
Manager Governance	8,809.63	2,096.91
Deputy Manager	40,951.99	45,064.92
Duty Managers	26,146.99	24,633.85
Admin Officer	24,500.55	21,135.72
Travel	1,634.99	338.47
Examination Fee	5,500.00	3,000.00
	142,782.69	104,657.50

E. RELATED PARTY TRANSACTIONS

	2016-17	2017-18
	£	£
Caerphilly County	300,270.65	310,088.57
Borough Council	125,000.00	129,376.00
Arts Council for Wales	425,270.65	439,464.57

All the above funding was received to enable the charity to carry out its charitable objectives and have been included in the

J. CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016-17	2017-18
	£	£
Salary arrears	-5,980.31	-204.14
Arts Council clawback	0	0
Receipts in advance	-23,838.09	-16,057.41
Water bill	-700.00	-700.00
Gas bill	-700.00	-1,270.14
Electric bills	-1,250.00	-2,134.46
PRS Licences	-1,200.00	-1,200.00
Other creditors	-56,779.25	-46,877.26
Bar purchases	-641.08	0
	-91,088.73	-68,443.41

K. Analysis of Movement in Fixed Assets

		Freehold land and Buildings 2016-17	Freehold land and Buildings 2017-18
		£	£
Balance brought forward April		2,736,000.00	2,646,206.90
<i>Depreciation</i>		89,793.10	86,696.79
Net Revaluation	K	0	0
Balance carried forward March		2,646,206.90	2,559,510.11

K. REVALUATION OF FIXED ASSETS

Valuations are undertaken mainly by CCBC's Corporate Property Department.

The staff are members of the Royal Institute of Chartered Surveyors (RICS) The valuations are carried out over a five year rolling programme.

Depreciation is charged on a straight line basis over a designated useful economic life. No depreciation is charged in the year of revaluation.

L. ACCOUNTING POLICIES APPLIED TO THESE ACCOUNTS

The accounts for Blackwood Arts Centre are drawn up under the accounting policies of Caerphilly County Borough Council.

i. All incoming resources are accounted for when the charity has entitlement to the funds, certainty of receipt, and the amount is measurable.

Where income is received in advance for a performance or other specified service it is deferred until the charity is entitled to that income (Receipts in advance at year end)

ii. All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party.

Cost of generating funds comprise the cost of trading for the bar and vending

Charitable activities include the costs of performances, exhibitions and other educational activities undertaken to further the purposes of the charity

Governance costs represent those costs of the strategic management of the charity and of complying with constitutional and statutory requirements, this includes the independent examination fee.

iii. Support costs are those costs which have not been directly allocated to an activity of the charity but nevertheless support those activities, these costs have been allocated between charitable activities and governance costs as per note D.

iv. Stock is included at the lower of cost and net realisable value

v. Employees of the charity are entitled to join the Local Government Pension Scheme, which is funded by contributions from employee and employer. This is managed in accordance with the Local Government Pension Scheme regulations.

vi. The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.

On behalf of the Trustee

Head of Corporate Finance

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(Date)