



**Wotton Arts Project**  
(A company limited by guarantee)

Operating as Under the Edge Arts

**Report and Unaudited Financial Statements**  
**Year ending 31 March 2015**

Charity number: 1112129  
Company number: 5468311

## Contents

Chair's Report	2
Our Purposes and Activities	3
Sub-Committees	4
Main Achievements for the Year and Future Plans	7
Testimonials	9
Reference and Administrative Details	10
Financial Review	11
Statement of Trustees' Responsibilities	12
Independent Examiner's Report	13
Statement of Financial Activities (including Income & Expenditure account)	14
Balance Sheet	15
Notes to Financial Statements	16 - 22

*Note: The quotes used as page headings have all been taken from comments made by visiting artists and performers.*

*“A community arts centre run by fantastic and lovely people enthusiastic about real music.”*

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## **Wotton Arts Project: Report of the trustees for the year ending 31 March 2015**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2015, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

### **Chair's report**

This year has seen a fantastic mix of performances, events and workshops. The Arts Centre continues to thrive with a strong and committed team of volunteers, directors. A huge thank you also goes to the ever-solid and invaluable work of our administrator, Sam Carlton and Programme and Volunteer Co-ordinator, Ali Lidbetter.

Weekly classes are a range of arts and crafts, dance and music. We've had regular classes including stained glass, art history, mixed media drawing, creative writing, community choirs, singing for babies, street dance, Nia dance, as well as informal rock and wind bands.

Throughout the year we've had a rich programme of events, much of it with a strong local flavour as well as attracting performers from further afield. Local exhibitions included: Hidden Gems Revealed: An exhibition of items from the collections of Wotton Historical Society and Heritage Centre; Cotswolds: Nature in Landscape - An exhibition of work by local photographer Rob Wolstenholme showing the wilder side of the Gloucestershire Cotswolds; Evocative Impressions - Heidi Palmer-Smith, a local artist from North Nibley.

In October we held our first literary festival with several sell-out events. Hugely popular were - Paralysed with Fear - The Story of Polio; and Cider With Laurie - an evening of performance and readings from the writing of Laurie Lee.

We also had sell-out performances with the Budapest Cafe Orchestra, Blue Badgers and the Hot Potato Syncopators.

Fundraising continued with the annual Shakespeare performance held at Swinhay, this year we were treated to a Comedy of Errors. And our ever successful postcard exhibition, and quiz nights made a valuable contribution. Fundraising is a constant necessity for the Arts Centre and we are extremely grateful for the contributions of time, venues and facilities that are generously donated by local businesses, volunteers and members of the community each year.

It was felt that it would be good to encourage new members to the Board of Directors and the working groups. We had a good response and now have new active members taking on roles in fundraising, finance, marketing and special events. So we are looking forward to 2015/2016 being even more successful.

***Christina Wheeler, Chair***

*“We had a great evening and can’t wait to come back”*

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## **Our purposes and activities**

### **Objects of the Charity**

To promote the benefit of the inhabitants of Wotton-under-Edge and the surrounding area without distinction of sex, sexual orientation, race, disability or of political, religious or other opinions, by associating together the said people and the local authorities, voluntary and other organisations in a common effort to advance education in the arts, to promote the arts and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said people.

### **Summary of Main Objectives**

We have established some principles that explain our approach to developing the project and guide us as we make decisions about how to move forward and grow:

- To provide a project for the benefit of the local community to:
- actively promote participation in and enjoyment of the arts for people in Wotton and further afield;
- provide opportunities for learning and personal development through the arts including extending individuals’ and groups’ skills, techniques and knowledge;
- provide equality of access for children and young people, older people and people with disabilities;
- provide opportunities to promote and celebrate the work of local artists and crafts people; and
- provide a local venue to bring arts activity to a wider audience.

We want to create a project that is self governing, independent and sustainable with a strong forward programme of arts activities.

In carrying out these activities, the Wotton Arts Project Trustees have had regard to the guidance issued by the Charity Commission on public benefit, including the guidance on public benefit and fee charging.

*“Clearly the best arts centre on earth!”*

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### **Sub-Committees**

In addition to our board meetings, we have several sub-committees or working groups to manage key areas of operation.

### **Fundraising Group**

The Fundraising Committee has met on a slightly irregular basis after a hiatus period between Chairmen with just two meetings in the year to 31 March 2015 at which time Rob Carruthers stood down after several years invaluable service to be succeeded by Martin Clarke.

During the year highlights were

- Receipt of a £3,000 grant from Stroud District Council with possibility of two further years
- Grant of £520 from the Jack Lane Charitable Trust to buy 5 folding tables
- Donation for a further table from the Quilting Group
- Postcard Exhibition in March raised a further £260
- One fundraising quiz held during the year
- Fundraising choir marathon at Alderley Church by the Loud Crowd
- The first sponsored show was held supported by Oh-So-Clean
- Shakespeare at Swinhay courtesy of Sir David and Lady McMurtry

Refreshed Committee membership and new thinking is vital for the Fundraising Committee. Its role is to supplement the net income received from the regular events programme and from hall and room bookings. The Fundraising Committee has also taken on the major events coordination role. Consultation meetings have been held with fundraising and networking experts. Access to new funding streams is also being investigated.

Wottons Got Talent 2015 will be held in November after a year off.

The Committee are most grateful to Sir David McMurtry for the generous support in allowing Swinhay to be used this year and in previous years, to Rob Collins for the Paint the Town Event and to Liz Martin and her Loud Crowd choir for the fundraising singing marathon at Alderley. We also thank Stroud District Council for their second tranche of grant funding which is very much appreciated.

Current plans for special events in 2016 include

- Winter Ceilidh in the Town Hall in January
- Round-the-clock 18 or 24 hour performing arts marathon over the Spring or Summer solstice
- Wotton “art and sculpture” garden trail in May
- A further Paint the Town event in the summer
- Inaugural Wotton Blues Festival in September with the Swan, Star, Cinema, Chamber of Trade and others

A replacement midsummer themed event and venue is being investigated for Shakespeare at Swinhay (which cannot be held in 2016).

A busy 2016 is a certainty. In addition a new regular jazz session is being researched. A promises auction is pencilled in for 2017 after the 2014 success.

*“You've done a brilliant job at creating a very cool venue to play and experience live music.”*

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The Committee is also looking at a relaunch and possible rebranding of the Friends of UTEA scheme and the general membership scheme which have remained unchanged since the formation of UTEA. The Committee Chair is representing UTEA on the Wotton Town Council Regeneration Committee and the Community Plan working group. It had become apparent that there was a widespread lack of awareness of UTEA and that fresh links are needed with the local community. There was also some confusion with the Wotton Arts Association and Festival. To remedy this the Chair has been invited to the WAA AGM. A review of grant-making bodies is underway for fresh funding approaches. New members of the Fundraising Committee are very welcome to join.

*Martin Clarke*

### **Community Engagement**

The increasing overlap between the remits of the marketing and outreach sub-committees has resulted in the two groups merging under the umbrella of a single 'Community Engagement' sub-committee. The role of the new sub-committee is to review the marketing, publicity, public engagement and public image of Under the Edge Arts (UTEA). The group welcomes input from non-board representatives and is actively seeking new members to broaden its skill base. The sub-committee aims to meet every two months and regularly reports to the Board.

Following analysis of a questionnaire conducted to examine attitudes towards and participation in the Arts, the priority area for the sub-committee in the last year was investigating ways to improve links with our local secondary school and raising the profile of the Art Centre and improve engagement with the school community. This led to collaboration with the art department at KLB secondary school on a year 8 public art project. The committee worked with the school to scope a project to produce artwork that evoke the spirit of UTEA and which could be used to create a range of high profile window treatments, banners and flags that could be used by the art centre to highlight events, increase its visibility in Wotton. An exhibition was held just before Christmas at UTEA to choose the winning images from those created by the year 8 pupils. The committee is still working with the school to incorporate the images in the final designs to be used and we are all looking forward to seeing the final designs in use in the Chipping Hall in the next few months.

Other community engagement activities include links with local primary schools, (Bluecoat primary school produced a wonderful range of Easter related artworks that were a highlight of the annual Postcard exhibition and sale), and the ongoing UTEA project that funds monthly art sessions at Kingswood Lodge Care Home. The group is still investigating the demand for other arts activities in local residential care homes and sheltered housing, with a view to obtaining funding for specific projects.

The key area identified by the sub-committee for the next year is to attract new committee members and to find and exploit new ways to publicise and raise awareness of events at UTEA with the aims of broadening participation, improving uptake and raising the profile of the Art Centre. The Marketing Committee is actively seeking publications and online sites that will publicise UTEA activities and reach a wider audience.

*Helen Edgar*

*“A wonderful community venue”*

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### **Special Events**

This last year the committee combined what has now become a firm fixture in our calendar, Shakespeare at Swinhay, with the ambitious project of staging a Literary Festival. This year our Shakespeare production, attracting over 300 people, was 'The Comedy of Errors' held on 8th August at Swinhay House with the kind permission and continued support of Sir David and Lady Terry McMurtry.

The Literary Festival was held over the week 10-18 Oct and was launched by a special evening to re-open our newly refurbished 'back room'. Following completion of this major capital project in July the 'new' facility now called the UA Fanthorpe Room was officially opened by Dr. Rosie Bailey who read a selection of UA's poems to an invited audience which included the generous funders of the work, Friends of UTEA, those involved in carrying out the work and local dignitaries. Those people who had not seen the transformed space were delighted with the improvements and the scope it offered for staging events and classes in a smaller environment.

The festival itself led off with Keith James performing 'Time let Me Play' a collection of Dylan Thomas's work set to music. Some events used the UA Fanthorpe Room, including 'Read Aloud' informal passage or poem reading session, whereas others including; a fascinating book talk by professor Gareth Williams, 'Paralysed with Fear, the story of Polio (a joint venture with Dr Jenner's House), 'Borchester to Beirut - Simon Frith, Emma Crighton-Miller and Teresa Thornhill in conversation about their writing, a series of workshops for young people featuring Maria Little, Jessica Spanyol and Jamila Gavin. The festival closed with a packed audience being thoroughly entertained by 'Cider with Laurie' - the story of Laurie Lee's life through his own writings.

Throughout the week there was an exhibition featuring local people and their favourite book, a book swap, a children's competition to find book characters in local shop windows and a Creative Writing completion with categories for under 16 and 17+.

*Richard Carpenter*

### **Volunteers**

Under the Edge Arts has over 100 volunteers. We have recruited several new members through social media and at our regular volunteer mornings. One of our experienced volunteers recently ran a session to train new volunteers in how to operate our PA and lighting equipment for live music events. We have also given opportunities for our volunteers to shadow others in different roles so that they can broaden their range of skills.

We rely on volunteers for many different roles such as coordinating events, running the bar, stewarding exhibitions and clearing away after an event. Some people help very frequently whilst others help when they can. Without the help of our volunteer team much of what we do at 'Under the Edge Arts' would not be possible.

*Ali Lidbetter, Volunteers Co-ordinator*

*“The friendliest gig spot in the Cotswolds.”*

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## **Main Achievements for the Year and Future Plans**

### **Diversity of Classes and Workshops**

When planning our programme of classes and workshops we have been mindful of achieving a balance of opportunities, for both adults and children, in a variety of arts. This has included:

**Arts & Crafts** – Regular classes including stained glass, painting, drawing, quilting, knitting, plus workshops in sewing, fused glass, and portrait painting.

**Music** – Weekly classes including the community choir and children’s wind band, weekly baby/toddler & parent music groups, plus one off music workshops including playing the guitar and steel pans, and vocal workshops. Also a series of workshops for young people aged 10-18 who are not in mainstream education.

**Drama & Dance** – Weekly drama classes for teenagers, weekly dance classes including adult and children street dance, Nia dance, plus regular tea dances and Irish set dancing , as well as a musical theatre workshop for children.

**Literature** – Creative writing classes and workshops for adults and children.

### **Events**

We produce three programmes of arts activities each year, corresponding with the school terms. Each of these programmes consists of a variety of workshops, exhibitions and live performances.

**Exhibitions** - these included displays of work from two of our regular painting classes, as well as exhibitions of photography and paintings from local artists. We also hosted an exhibition of items from the archives of Wotton Historical Society and Heritage Centre, which allowed the public to see some of the larger items from the collection that are not normally on display. And in March we held another of our popular Postcard Exhibitions, where we ask people to create postcard-sized artworks which are then donated to UTEA and auctioned off to raise funds. As in previous years we were delighted to receive work from the local primary school children, as well as participants from our classes, local artists, and other members of the community.

### **Live performances**

Over the course of the year we have staged 23 live music events, including sell-out gigs for the Budapest Cafe Orchestra, The Hot Potato Syncopators and local band the Blue Badgers. Visiting performers included such well-known folk artists as Steve Knightley, Johnny Coppin and Ruarri Joseph. We also like to encourage young local performers by giving them the chance to play as the support act to more established bands/artists.

Other live events included improvised comedy from Instant Wit, a drama about life during the First World War, an outdoor Shakespeare production ‘Comedy of Errors’, and our week-long Literary Festival.

### **Links with other organisations**

We have been proactive in seeking to establish firm relationships with other community based organizations in Wotton-under-Edge. These include:

*“A lovely venue and a lovely group of volunteers”*

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Wotton Cinema  
Wotton Arts Festival  
Bluecoat School  
The British School  
Katharine Lady Berkeley's School  
St Mary's Parish Church  
Wotton Dramatic Society  
Wotton Historical Society and Heritage Centre

We liaise regularly with our local schools in order to involve children in our activities, and are working to improve these links through our Community Engagement sub-committee.

We are very keen to establish a firm relationship with school children as part of a broader project to involve younger people in the Arts project, either as performers, exhibitors or volunteers. As part of this initiative we offer workshops for young people, often in conjunction with our performances. We are also in discussion with the local Youth club with a view to providing more events and opportunities for young people.

We have established a relationship with the Wotton Arts Festival over the years, and have hosted exhibitions and performances as part of their yearly program of events. This year we were pleased to host 'Words from the Front' - an evening of poetry, readings and songs to mark the centenary of the start of World War One.

In April we took part a joint project with Wotton Historical Society and Heritage Centre - a display of hundreds of items from the Society's archives. Organiser John White said: "Several hundred items were exhibited and enjoyed by over 200 visitors. Many of these visitors traveled from a great distance and many spent several hours poring over the albums, directories, maps and pictures presented. Some of the visitors related their own knowledge and oral histories; this resulted in some enlightening knowledge about the head butler at Ellerncroft House, the production of elastics at New Mills, manufacture of needles in Charfield as well as the early motor garages in Wotton."

In addition to seeking and developing relationships across the community, we are also eager to help promote local talent. In doing this we intend to develop our program to attract a wider range of people. An important part of this initiative is to provide support slots to local performers for many of our events. This gives young musicians an opportunity to gain exposure, play in front of an audience and gain valuable experience of working alongside more established artists.

We also plan to make 'Wotton's Got Talent' - our showcase of local talent - a biennial event, with the next event scheduled for Autumn 2015.

Our regular Vintage and Christmas Craft Fairs promote the work of a wide variety of local artists and craftspeople.

*“What a great community spirit and it helps make a really lovely place to play music.”*

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### **Online booking**

In 2012 we added the facility for purchasing tickets online to our website ([www.utea.org.uk](http://www.utea.org.uk)). People can now purchase tickets for all of our live music events and for some workshops and other performances. We hoped that this would encourage more people to book for events, rather than just turning up on the night, and this continues to work well - online bookings now form the major part of our ticket sales. The system also includes the option of making a £1-per-ticket donation to Under the Edge Arts, and we have found the take-up on this to be very positive. We are grateful to Evergreen Computing for their continued help and support with our website.

### **Testimonials**

We believe that as an organisation we continue to fulfil our objectives by providing a venue for a wide range of arts activities to the community, but we are also pleased that performers appreciate what we do. These are some testimonials from musicians that have performed at Under the Edge Arts:

“We enjoyed the gig so much and it was a joy to be back, easily a tour highlight for us”

***Cole Stacey & Joseph O’Keefe***

“Thanks for having us last night, we had a great time, lovely crowd to play to!” ***Swing from Paris***

“Joyous workshop and a gorgeous atmosphere at the gig.” ***The Croutons***

“What a lovely venue you have there.... and well done for making it happen! You made me feel most welcome and I really appreciate that.” ***Mairi Campbell***

“UTEA is one of our favourite places to play as a duo and we would love to come back. What a great centre for the arts!” ***Babajack***

“Appalachia enjoyed playing at UTEA hugely as ever, everyone at UTEA is so friendly and the audiences appreciative.” ***Appalachia***

“Lovely to see you all again, feels like my home!” ***Tom McConville***

“It was a pleasure as always! I love Wotton, such a special place.” ***Chris Woods***

I had a wonderful time doing a lovely gig.” ***Dan Walsh***

*“It was an honour to be a part of your programme”*

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## REFERENCE AND ADMINISTRATIVE DETAILS

### **Status**

Wotton Arts Project is a company limited by guarantee (registration number 5468311) and is granted charitable status by the Charity Commission under number 1112129. Wotton Arts Project is governed by its memorandum and articles dated 1 June 2005.

It is also known as Under the Edge Arts.

### **Trustees**

The directors of the charitable company (“the charity”) are its trustees for the purposes of the charity law and throughout this report are collectively referred to as the trustees.

The Trustees who served during the year and since the year end were as follows:

Richard Carpenter	Chair (to December 2014), resigned December 2014
Christina Wheeler	Chair (since December 2014)
Jackie Aldridge	Treasurer
Samantha Carlton	
Claire Phillips	
Gordon Phillips	
Helen Edgar	
Sally Bradford	
Rebecca Watt	appointed December 2014

### **Venue for activities**

The Chipping Hall, The Chipping, Wotton-under-Edge, Gloucestershire, GL12 7AD

### **Registered Office**

14 Cotswold Gardens, Wotton-Under-Edge, Gloucestershire, GL12 7HW

### **Independent Examiner**

Neil Kingston FCA, Burton Sweet Chartered Accountants, Pembroke House, 15 Pembroke Road, Clifton, Bristol, BS8 3BA

### **Bankers**

Lloyds TSB, 12 Rowcroft, Stroud, Gloucestershire, GL5 3BD

*“A lovely arts centre run by the loveliest volunteers”*

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### **Structure, Governance and Management**

The project is run and managed by a group of volunteers who are appointed as Directors of the project and its Trustees. The Directors meet monthly as the management board. The main aims of the board are to:

- Run the project and plan its future development in line with our aims; and
- Ensure that the project meets its responsibilities as a charity and a limited company.

Our activities are supported by two individuals who provide consultancy services to the project. They provide support for the governance and administration of the project, fundraising work and the development of the programme. They deal with some aspects of the day-to-day running of the project, with decisions being approved by the directors.

Trustees are elected by members annually at the Annual General Meeting. A vacancy may be filled or an additional Trustee appointed by co-option. Membership of the project is open to local people who pay an annual membership fee of one pound.

### **The Directors**

The Board of Directors, who are Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 10.

### **Risk review**

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the organisation. Insurance will mitigate some of the risks; maintaining unrestricted reserves and the development and implementation of policies and procedures should mitigate others. These policies and procedures will be reviewed on a regular basis to ensure their effectiveness.

### **FINANCIAL REVIEW**

Trustees recognise that managing reserves is a tricky balancing act. Too much in reserves and Trustees could be accused of hoarding, too little and should a worst case scenario occur, then Trustees would be unable to meet obligations to creditors. Trustees believe it is prudent to have unrestricted reserves not committed or invested in tangible fixed assets (“the free reserves”) amounting to a sum sufficient to cover running costs for 3 months in case of significant drop in funding. In view of the difficult economic climate, and the decrease in the availability of funding, the trustees agreed to increase this sum from £12,000 to £20,000. At the balance sheet date, free reserves were £42,797. This is currently above the target level.

*“Thanks for having us! Great venue, staff and audience... see you next year!”*

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**Statement of trustees' responsibilities**

The trustees (who are also directors of Wotton Arts Project for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees 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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments 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 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 and signed on their behalf by:

.....

C Wheeler - Chair, Wotton Arts Project

Date ..... 2015

## **Independent examiner's report to the Trustees of Wotton Arts Project**

I report on the accounts of the charitable company for the year ended 31 March 2015, which are set out on pages 14 to 22.

### ***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 charity's 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 Part 16 of the Companies Act 2006 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 the seeking of 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 matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) 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.

Neil Kingston FCA  
Burton Sweet  
Pembroke House  
15 Pembroke Road  
Clifton  
Bristol BS8 3BA

Date:

# WOTTON ARTS PROJECT

## STATEMENT OF FINANCIAL ACTIVITIES (Including income and expenditure account)

YEAR ENDED 31 MARCH 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Voluntary income	2	8,049	12,968	21,017	20,537
Investment income		27	-	27	11
<i>Incoming resources from charitable activities</i>	3	37,484	-	37,484	45,973
<b>Total incoming resources</b>		<b>45,560</b>	<b>12,968</b>	<b>58,528</b>	<b>66,521</b>
<b>Resources expended</b>					
<i>Costs of generating funds</i>					
Cost of generating voluntary income		1,260	-	1,260	1,246
<i>Charitable activities</i>	4	43,490	-	43,490	44,722
<i>Governance costs</i>	5	2,743	-	2,743	2,663
<b>Total resources expended</b>		<b>47,493</b>	<b>-</b>	<b>47,493</b>	<b>48,631</b>
<b>Net incoming/(outgoing) resources</b>					
<i>Net income/(expenditure) for the year</i>	6	(1,933)	12,968	11,035	17,890
<b>Transfer between funds</b>	13	15,416	(15,416)	-	-
Total funds at 1 April 2014	13	69,636	5,349	74,985	57,095
Total funds at 31 March 2015	13	<b>83,119</b>	<b>2,901</b>	<b>86,020</b>	<b>74,985</b>

All of the activities of the charity are classed as continuing

**The notes on pages 16 to 22 form part of these financial statements**

# WOTTON ARTS PROJECT

## BALANCE SHEET

YEAR ENDED 31 MARCH 2015

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	Note	2015 £	2014 £
<b>Fixed assets</b>			
Tangible assets	9	40,322	27,302
<b>Current assets</b>			
Stock	10	877	742
Debtors	11	4,634	4,801
Cash at bank and in hand		44,542	47,024
		<u>50,053</u>	<u>52,567</u>
<b>Creditors: amounts falling due     within one year</b>	12	(4,355)	(4,884)
Net current assets		<u>45,698</u>	<u>47,683</u>
<b>Net assets</b>		<u>86,020</u>	<u>74,985</u>
<b>Funds</b>			
Restricted funds	13	2,901	5,349
Unrestricted funds	13	83,119	69,636
		<u>86,020</u>	<u>74,985</u>

For the year ending 31 March 15 the company 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 company to obtain an audit of its accounts for the year in question in accordance with section 476.

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.

These financial statements were approved by the trustees on.....and are signed on their behalf by:

.....  
C WHEELER  
CHAIR

.....  
J ALDRIDGE  
FINANCE DIRECTOR & TRUSTEE

The notes on pages 16 to 22 form part of these financial statements

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# WOTTON ARTS PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2015

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#### 1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005.
- b) Income from donations is included in incoming resources where these are receivable, except as follows:
- i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
  - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.
- c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- d) Most expenditure is directly attributable to specific activities, and has been included in those cost categories. Support costs have been allocated 100% towards the charitable activities of the charity.
- e) Governance costs include the cost of the preparation and examination of financial statements, the cost of trustee meetings and of any of the legal advice to the trustees on governance and constitutional matters.
- f) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:
- |                        |  |
|------------------------|--|
| Fixtures and fittings: | 20% straight line                                  |
| except                 | 5% heaters   |
| Equipment:             | 20% straight line                                  |
| except                 | 5% straight line for piano, stage and lighting rig |
| Buildings:             | 5% straight line                                   |
- Assets purchased during the year are not depreciated in that year
- g) Rentals applicable to operating lease agreements where substantially all of the benefit and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.
- h) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- i) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- j) Liabilities are recognised as soon as there is legal or constructive obligation committing the charity to pay out resources.
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# WOTTON ARTS PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

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### 2 Voluntary Income

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2015 £</b>	<b>Total Funds 2014 £</b>
Donations	4,175	12,968	17,143	2,048
Grants	2,304	-	2,304	16,226
Membership fees	1,570	-	1,570	2,263
	<u>8,049</u>	<u>12,968</u>	<u>21,017</u>	<u>20,537</u>

### 3 Incoming resources from charitable activities

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2015 £</b>	<b>Total Funds 2014 £</b>
Events, exhibitions & workshops	23,967	-	23,967	35,129
Hall hire for regular events	13,517	-	13,517	10,844
	<u>37,484</u>	<u>-</u>	<u>37,484</u>	<u>45,973</u>

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# WOTTON ARTS PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

### 4 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Events	13,547	-	13,547	15,920
Exhibitions	23	-	23	8
Workshops	231	-	231	138
Weekly classes	780	-	780	780
	<u>14,581</u>	<u>-</u>	<u>14,581</u>	<u>16,846</u>
<i>Support costs</i>				
Utilities and rates	1,421	-	1,421	2,004
Publicity & advertising	4,517	-	4,517	3,292
Administration costs	4,542	-	4,542	5,297
Tools and equipment	207	-	207	142
Rental of premises	6,000	-	6,000	6,000
Refreshments	109	-	109	4
Printing postage and stationery	245	-	245	468
Fees	6,099	-	6,099	6,558
Building maintenance	1,148	-	1,148	624
Equipment repairs & maintenance	-	-	-	55
Training	-	-	-	131
Depreciation	2,780	-	2,780	1,520
Insurance	1,116	-	1,116	1,112
Licences	210	-	210	135
Bank charges	392	-	392	479
Bar stock adjustments	80	-	80	47
Miscellaneous	43	-	43	8
	<u>28,909</u>	<u>-</u>	<u>28,909</u>	<u>27,876</u>
	<u>43,490</u>	<u>-</u>	<u>43,490</u>	<u>44,722</u>

### 5 Governance costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Independent examination fees	840	-	840	780
Administrator's fees	1,890	-	1,890	1,870
Sundries	13	-	13	13
	<u>2,743</u>	<u>-</u>	<u>2,743</u>	<u>2,663</u>

# WOTTON ARTS PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

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### 6 Net incoming resources for the year

This is stated after charging:

	2015	2014
	£	£
Depreciation	2,780	1,520
Independent examination fees	840	780
Trustee remuneration	6,300	6,232
	<u>9,920</u>	<u>8,532</u>

During the year Sam Carlton received £6,300 (2014: £6,232) in connection with administrative work carried out on behalf of the charity. This was permitted under section 5 subclause 4d of the Memorandum and Articles of Association

### 7 Staff costs and numbers

Wotton Arts Project did not employ any staff during the year, relying upon volunteers and professional services.

### 8 Taxation

The charity is exempt from corporation tax on its charitable activities  
A corporation tax return has been requested for this year and a nil return will be submitted

# WOTTON ARTS PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

### 9 Tangible fixed assets

	Buildings £	Fixtures & Fittings £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2014	6,700	11,095	22,419	40,214
Additions - during 14/15	14,840	-	960	15,800
At 31 March 2015	<u>21,540</u>	<u>11,095</u>	<u>23,379</u>	<u>56,014</u>
<b>Depreciation</b>				
At 1 April 2014	80	6,168	6,664	12,912
Charge for the year	336	398	2,046	2,780
At 31 March 2015	<u>416</u>	<u>6,566</u>	<u>8,710</u>	<u>15,692</u>
<b>Net Book Value</b>				
At 31 March 2015	<u>21,124</u>	<u>4,529</u>	<u>14,669</u>	<u>40,322</u>
At 31 March 2014	<u>6,620</u>	<u>4,927</u>	<u>15,755</u>	<u>27,302</u>

### 10 Stock

	2015 £	2014 £
Bar stock	877	742
	<u>877</u>	<u>742</u>

### 11 Debtors

	2015 £	2014 £
Trade debtors	4,116	4,285
Prepayments	518	516
	<u>4,634</u>	<u>4,801</u>

# WOTTON ARTS PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2015

#### 12 Creditors: amounts falling due within one year

	2015	2014
	£	£
Trade creditors	2,126	2,474
Other creditors	38	38
Accruals	2,191	2,372
	<u>4,355</u>	<u>4,884</u>

#### 13 Movement in funds

	At 1 April 2014	Incoming resources	Outgoing resources	Transfers	At 31 March 2015
	£	£	£	£	£
<b>Restricted funds</b>					
Donations re CD player	300	-	-	(300)	-
Donations re back rm etc	4,522	12,968	-	(14,840)	2,650
Donations re chairs	276	-	-	(276)	-
BOOST donation	251	-	-	-	251
	<u>5,349</u>	<u>12,968</u>	<u>-</u>	<u>(15,416)</u>	<u>2,901</u>
<b>Unrestricted funds</b>					
General funds	69,636	45,560	(47,493)	15,416	83,119
	<u>69,636</u>	<u>45,560</u>	<u>(47,493)</u>	<u>15,416</u>	<u>83,119</u>
<b>Total funds</b>	<u>74,985</u>	<u>58,528</u>	<u>(47,493)</u>	<u>-</u>	<u>86,020</u>

#### Purpose of restricted funds

##### BOOST

This represents a private donation, plus the proceeds of an event, and the monies are to be used to fund activities and projects aimed at children with special needs

##### Donations for leaflets

This donation was given specifically to help cover the costs of producing the Project's regular events programmes, and was spent during the year of receipt

Donations for CD player, chairs and refurbishment of back room and outbuildings.

These donations and grants were made to replace the Project's CD player (unspent at the

end of the year) and also to pay for new chairs for audiences at events. The refurbishment of the back room and outbuildings was finally completed after the year end. The outbuildings provide much needed extra storage for the Project's equipment. The back room has better storage cupboards and can be successfully used as an additional space for events and classes (thus increasing income options), and a green room for performers.

Transfers are made:

- on the purchase of fixed assets from restricted funds which unrestrict the asset on purchase;
- to allocate costs that are included in unrestricted expenditure against the restricted income for which they were incurred

# WOTTON ARTS PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

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### 14 Analysis of net assets between funds

	Tangible fixed assets £	Other net assets £	Total £
<b>Restricted funds</b>			
Donations re buildings	-	2,650	2,650
BOOST	-	251	251
	<hr/>	<hr/>	<hr/>
	-	2,901	2,901
<b>Unrestricted funds</b>			
General funds	40,322	42,797	83,119
	<hr/>	<hr/>	<hr/>
	40,322	45,698	86,020

### 15 Trustee expenses

Three trustees received the following total reimbursement for expenses incurred on behalf of Wotton Arts Project

	£
Tools and equipment	163
Expenses relating to events	38
Hall supplies	126
Sundries	72
Governance costs	13
Printing, postage and stationery	245
	<hr/>
	657

### 16 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each. This has already been paid by the members

### 17 Commitments under operating leases

During the year the charity has signed a 15 year lease with effect from 1 April 2005, with an option to terminate at the end of every three years at 6 months notice. The lessor has an option to review the rental charge every 3 years. There was no increase in rental at 1 April 2014, thus the annual charge remains £6,000.

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