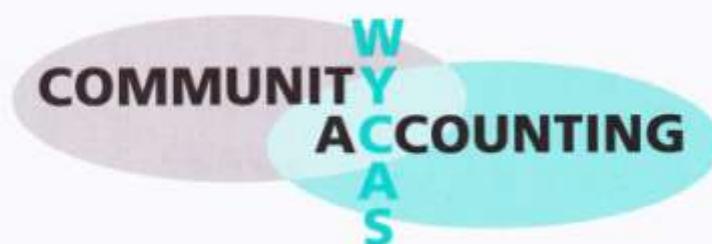


**Small World Cultural Arts Collective**

Charity number 1109457

A company limited by guarantee number 04984522

***Annual Report and Financial Statements***  
***for the year ended 31 March 2010***



West Yorkshire Community Accounting Service

**Small World Cultural Arts Collective**

**Annual Report and Financial Statements  
for the year ended 31 March 2010**

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**Prepared by West Yorkshire Community Accounting Service**

## **Small World Cultural Arts Collective**

### **Trustees' report for the year ended 31 March 2010**

#### **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>
Sylvia Watts	Chair	
Jenni Danson	Treasurer	
Anita Gregory	Secretary	
Adam Boyes		
David Morrissey		Resigned September 2009
Emma Ford		Appointed during year
Martin Toch		Appointed during year, deceased August 2009

**Company secretary** Sam Atkins

#### **Charity number**

The charity is registered with the Charity Commission for England and Wales, number 1109457.

#### **Company number**

The charity is incorporated in England and Wales as a private limited company, number 04984522.

#### **Registered and principal address**

smallworld cp  
20 Russell Street  
Keighley  
BD21 2JP

#### **Bankers**

Yorkshire Bank  
73 North Street  
Keighley  
BD21 3SD

#### **Independent examiner**

Susan Szamakowicz MAAT  
For and on behalf of:

#### **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. 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 2010**

#### **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.

##### **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 the arts and culture.

##### **The charity's main activities, achievements and performance**

A very exciting year in which we saw the realisation of a long term aim - to bring the 1st floor into use, a 12 month project offering lots of varied arts activities and the continuation of the highly successful Creative Writing project as well as a few other smaller projects and the Saturday Club continues to be the melting pot of young people from all areas of the district.

In September 2008 we submitted a bid to the Youth Opportunities Fund and the Youth Capital Fund to develop the organisation and space. We had lots of input from a fantastic group of young people who told us what they wanted and extended this consultation further through questionnaires. The news that we had made it through to the second stage caused great excitement and a brave group of three young people, Emma, Jack, Beth offered to be the panel to be interviewed.

A nail biting few months followed when we didn't want to quite believe it could happen; then in mid February 2009 a phone call was taken by Sam, the coordinator - the day before she left on holiday - and the news; not only had the bid been successful but it was one of the best they had seen! Much jumping around and whooping followed by calls and emails to all to let them know. Happy days.

The Creative Writing - squeezed into the centre third of the ground floor - and yet managing to go from strength to strength, with Cherita taking over the direction and focus of the group; it continues to offer an oasis to the girls who attend and provides a real space to relax and express.

So the past 12 months have been exciting, tiring, uplifting, frustrating and ultimately fantastic as we now have full use of the space and have had a programme of activities which has been varied and brought lots of new skills to the organisation. From here we move forward to a busy development phase during which we aim to really fix Small World as a unique and exciting space for the young people of Keighley.

##### **Financial review**

The fund balances carried forward as at 31 March 2010 were £43,147, consisting of £39,333 in unrestricted funds and £3,814 in restricted funds. The deficit shown relates to the large Youth Opportunities Fund and Youth Capital Fund grant which was awarded in 2008-09 but largely spent in 2009-10.

##### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £39,333.  
The trustees have not adopted a formal reserves policy.

## **Small World Cultural Arts Collective**

### **Trustees' report (continued) for the year ended 31 March 2010**

#### **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 (SORP 2005) and in accordance with the special provisions the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed.....*Sylvia Watts*.....

Name.....*SYLVIA WATTS*.....

Date.....*25th October 2010*.....

## **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 2010, which are set out on pages 6 to 11.

#### **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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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:

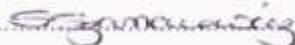
1) which gives me reasonable cause to believe that in any material respect the requirements:

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 (SORP 2005).

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  
Full member of Association of Accounting Technicians

Date: .....2 November 2010.....

For and on behalf of:

**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 2010**

	Notes	2010 Unrestricted funds £	2010 Restricted funds £	2010 Total funds £	2009 Total funds £
<b>Incoming resources</b>					
Grants and donations	(2)	35,000	13,185	48,185	138,271
Sales and fees		25,325	-	25,325	5,242
<b>Total incoming resources</b>		<b>60,325</b>	<b>13,185</b>	<b>73,510</b>	<b>143,513</b>
<b>Resources expended</b>					
Salaries and NIC	(3)	26,739	11,346	38,085	26,351
Payroll charges		233	73	306	246
Artist fees		643	7,945	8,588	3,070
Volunteer expenses		120	31	151	2
Training		34	4,589	4,623	-
Travel and transport		239	7	246	193
Rent and rates		8,655	6,949	15,604	14,857
Heat, light and power		1,672	709	2,381	1,389
Water rates		121	35	156	170
Building expenses and materials		112	32,089	32,201	10,910
Premises and office expenses		285	287	572	114
Insurance		1,963	901	2,864	2,339
Telephone, fax and internet		629	261	890	815
Postage and stationery		20	130	150	90
Advertising, publicity and printing		-	1,577	1,577	47
Subscriptions and membership fees		-	-	-	42
Materials		-	5,576	5,576	1,636
Refreshments		68	192	260	97
Small equipment		-	313	313	280
Computer equipment and software		187	1,005	1,192	833
Professional fees		347	109	456	1,053
Independent examination		398	130	528	389
Depreciation		4,046	22,670	26,716	3,110
<b>Total resources expended</b>		<b>46,511</b>	<b>96,924</b>	<b>143,435</b>	<b>68,033</b>
<b>Net income / (expenditure) before transfers</b>		<b>13,814</b>	<b>(83,739)</b>	<b>(69,925)</b>	<b>75,480</b>
Transfers between funds	(4)	9,914	(9,914)	-	-
<b>Net income / (expenditure)</b>		<b>23,728</b>	<b>(93,653)</b>	<b>(69,925)</b>	<b>75,480</b>
<b>Fund balances brought forward</b>		<b>15,605</b>	<b>97,467</b>	<b>113,072</b>	<b>37,592</b>
<b>Fund balances carried forward</b>	(4)	<b>39,333</b>	<b>3,814</b>	<b>43,147</b>	<b>113,072</b>

All incoming resources and resources expended derive from continuing activities.

## Small World Cultural Arts Collective

### Balance sheet

as at 31 March 2010

	2010 Unrestricted £	2010 Restricted £	2010 Total £	2009 Total £
<b>Fixed assets</b>				
Tangible assets (5)	-	-	-	4,046
<b>Total fixed assets</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,046</u>
<b>Current assets</b>				
Debtors and prepayments (6)	11,379	670	12,049	2,868
Cash at bank and in hand (7)	29,454	3,274	32,728	106,594
<b>Total current assets</b>	<u>40,833</u>	<u>3,944</u>	<u>44,777</u>	<u>109,462</u>
<b>Current liabilities: amounts falling due within one year</b>				
Creditors and accruals (8)	1,500	130	1,630	436
<b>Total current liabilities</b>	<u>1,500</u>	<u>130</u>	<u>1,630</u>	<u>436</u>
<b>Net current assets</b>	<u>39,333</u>	<u>3,814</u>	<u>43,147</u>	<u>109,026</u>
<b>Total assets less current liabilities</b>	<u>39,333</u>	<u>3,814</u>	<u>43,147</u>	<u>113,072</u>
<b>Creditors: amounts falling due after one year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets</b>	<u>39,333</u>	<u>3,814</u>	<u>43,147</u>	<u>113,072</u>
<b>Funds</b>				
Unrestricted funds	39,333	-	39,333	15,605
Restricted funds	-	3,814	3,814	97,467
<b>Total funds</b>	<u>39,333</u>	<u>3,814</u>	<u>43,147</u>	<u>113,072</u>

For the year ending 31 March 2010 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 the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved at a meeting of the trustees and signed on its behalf by:

Signed: Sylvia Watts

Name SYLVIA WATTS

Date: 25th October 2010

# **Small World Cultural Arts Collective**

## **Notes to the accounts**

### **for the year ended 31 March 2010**

#### **1 Accounting policies**

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

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective April 2008).

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

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

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they 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 as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

##### **Taxation**

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

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

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

IT and audio visual equipment: over 1 year

Activity equipment: over 1 year

Other equipment: over 4 years

##### **Fund accounting**

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

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

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

## Small World Cultural Arts Collective

### Notes to the accounts continued

#### for the year ended 31 March 2010

2 Grants and donations	2010	2010	2010	2009
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Mediabox	-	-	-	2,767
The Tudor Trust	35,000	-	35,000	35,000
Screen Yorkshire	-	-	-	2,000
Youth Capital Fund	-	-	-	49,837
Youth Opportunities Fund	-	-	-	48,552
CNet	-	7,185	7,185	-
Keighley Area Panel	-	6,000	6,000	-
Donations	-	-	-	115
	<u>35,000</u>	<u>13,185</u>	<u>48,185</u>	<u>138,271</u>

3 Staff costs and numbers	2010	2009
	£	£
Gross salaries	35,935	24,693
Social security costs	2,150	1,658
	<u>38,085</u>	<u>26,351</u>

The average number employees during the year was 4, being an average of 1.75 full time equivalent (2009:3 and 1.5 FTE).

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Mediabox	7,914	-	-	(7,914)	-
Screen Yorkshire	2,000	-	-	(2,000)	-
Youth Capital Fund	39,837	-	39,837	-	-
Youth Opportunities Fund	47,716	-	45,479	-	2,237
CNet	-	7,185	5,608	-	1,577
Keighley Area Panel	-	6,000	6,000	-	-
	<u>97,467</u>	<u>13,185</u>	<u>96,924</u>	<u>(9,914)</u>	<u>3,814</u>

#### Fund name

#### Purpose of restriction

Mediabox	Towards the costs of young people building a website. The transfer relates to unallocated expenditure in previous years; the project is now complete.
Screen Yorkshire	Towards the costs of making a short film. The transfer relates to unallocated expenditure in previous years; the project is now complete.
Youth Capital Fund	Towards costs of the refurbishment of the 1st floor.
Youth Opportunities Fund	Towards costs of providing activities (project worker and sessional costs). Included in the balance carried forward is a prepayment of building expenses, value £112, and an accrual of independent examination fees, value £130.
CNet	Towards costs of staff training and capital equipment. Included in the balance carried forward is a prepayment of training costs, value £558.
Keighley Area Panel	Towards costs of the new community studio.

## Small World Cultural Arts Collective

### Notes to the accounts continued for the year ended 31 March 2010

5 Tangible assets		IT and audio visual equipment	Activity and other equipment	Total
<u>Cost</u>		£	£	£
At 1 April 2009		11,259	16,986	28,245
Additions		14,630	8,040	22,670
At 31 March 2010		25,889	25,026	50,915
<u>Depreciation</u>				
At 1 April 2009		11,259	12,940	24,199
Charge for year		14,630	12,086	26,716
At 31 March 2010		25,889	25,026	50,915
<u>Net book value</u>				
At 31 March 2010		-	-	-
At 31 March 2009		-	4,046	4,046
6 Debtors and prepayments			2010	2009
			£	£
Debtors	Sales and fees		9,829	100
	HM Revenue and Customs		-	1,085
Prepayments	Insurance		854	1,014
	Rent and rates		596	669
	Training		558	-
	Premises costs		150	-
	Professional fees		62	-
			12,049	2,868
7 Cash at bank and in hand			2010	2009
			£	£
Current account			32,699	106,600
Cash in hand			29	(6)
			32,728	106,594
8 Creditors and accruals			2010	2009
			£	£
Creditors	Payroll charges		88	47
	HM Revenue and Customs (March 2010)		764	-
Accruals	Independent examination		528	389
	Heat, light and power		250	-
			1,630	436

**Small World Cultural Arts Collective**  
**Notes to the accounts continued**  
**for the year ended 31 March 2010**

<b>9 Trustee expenses</b>	2010	2009
	£	£
Total amount paid	230	nil
Number of trustees who were paid expenses	2	nil
Nature of the expenses	Parking fees	

<b>10 Related party transactions</b>		
<b>Remuneration and benefits</b>	2010	2009
	£	£
<b>Name of trustee</b>		
Anita Gregory		
<b>Legal authority</b>		
Governing document	120	-
	<u>120</u>	<u>-</u>

Anita Gregory (AG Cleaning Services) was paid £120 in this financial year for cleaning services. There were no related party transactions during the previous accounting period.