

# BILLERICAY ARTS ASSOCIATION

England & Wales · Charity number 1003508

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [02539543](#)

**Registered** 1991-07-26

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Billericay Arts Association  
The Fold  
72 Laindon Road  
Billericay  
CM12 9LD

**Phone** 01277841477

**Email** [baathfold@yahoo.co.uk](mailto:baathfold@yahoo.co.uk)

**Website** [www.baathfold.org.uk](http://www.baathfold.org.uk)

## Activities

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**Objects:** TO FOSTER AND PROMOTE THE MAINTENANCE AND DEVELOPMENT OF ARTISTIC TASTE AND THE KNOWLEDGE UNDERSTANDING AND APPRECIATION OF THE ARTS AMONG THE INHABITANTS OF THE TOWN OF BILLERICAY AND THE NEIGHBOURHOOD

**Activities:** To present or assist in the presentation of public concerts, dramatic performances, recitals, art exhibitions, lectures and other arts events and provide a wide range of arts classes. This is in order to foster and promote the maintenance, improvement and development of artistic taste and the knowledge, understanding and appreciation of the arts among the people of Billericay and neighbourhood.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, The General Public/mankind

## Geography

- **Area of benefit:** THE TOWN OF BILLERICAY AND THE NEIGHBOURHOOD
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£67,371	£49,426	-	-
2024-03-31	£70,810	£53,303	-	-
2023-03-31	£57,127	£51,816	-	-
2022-03-31	£37,771	£68,608	-	-
2021-03-31	£25,618	£58,389	-	-

## Trustees

Name	Role	Appointed
<b>MARGARET WHITE</b>	Chair	
BARBARA AUDREY MAY COLLINS		
FRANCES MARY ADAMS		
Ian Cameron Grant		2023-11-08
JANET COOK		
June Kerton		2023-11-08
MARGARET ANN ELLIS		
Maria Shultz		2013-07-25
PAULA ANNE PEDDAR		
PETER JAKES		
Pauline Valerie Baker		2023-11-08
Peter Denis Bion		2024-11-27
Tracey Jane Hilton		2023-11-08

**BILLERICAY ARTS ASSOCIATION**

England & Wales - Charity number 1003508

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# Accounts

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# **Billericay Arts Association**

(A company limited by guarantee)

## **Report & Financial Statements for the Year Ended 31 March 2025**

**Billericay Arts Association**

**The Fold, 72 Landon Road, Billericay, Essex CM12 9LD**

Billericay Arts Association is a Registered Charity No 1003508 and a Company Limited by Guarantee registered in England with No 02539543

# **Billericay Arts Association**

(A company limited by guarantee)

## **Financial Statements**

**For the Year Ended 31 March 2025**

<b>Contents</b>	<b>Page</b>
Report of the Management Committee	1 - 7
Independent Examiners' Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes forming part of the Financial Statements	11 – 14

# Billericay Arts Association

## Report of the Management Committee for the year ended 31 March 2025

The Management Committee presents its report and financial statements reviewed by Independent Accountants for the year ended 31 March 2024

### Reference & Administrative Information

Charity Name:	Billericay Arts Association
Charity registration number:	1003508
Company registration number:	02539543
Registered Office and Operational address	The Fold 72 Laindon Road Billericay Essex CM12 9LD

### Management Committee

Mrs M White	Chairman
Mr P Jakes	Vice Chairman
Mrs M Ellis	Company Secretary
Mrs B Collins	Classes Secretary
Mrs F Adams	
Mrs P Baker	
Mr P Bion	
Mrs J Cook	
Mr I Grant	
Mrs T Hilton	
Mrs J Kerton	
Mrs P Peddar	
Mrs M Schultz	

### Accountants

Michael Letch & Partners LLP, Accountants & Registered Auditors, 146 High Street, Billericay, Essex CM12 9DF

### Bankers

HSBC, 109 High Street, Billericay, Essex CM12 9AN.

Santander UK plc, BBAM, Bridle Road, Bootle, L30 4GB

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2025**

#### **Structure and Governance**

##### Governing Document

Founded in 1979, the organisation was incorporated as a charitable company limited by guarantee on 14 September 1990 and registered as a charity on 26 July 1991. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. All Officers of the Company must be elected annually.

##### Organisational Structure

Billericay Arts Association has a Management Committee which meets regularly and is responsible for the strategic direction and policy of the charity. The Committee is made up of between 10 and 20 members, which we reduced from between 15 and 25 members at the AGM of 2012. At the year end the Committee had thirteen members from a variety of professional backgrounds relevant to the work of the charity.

#### **Objectives and Activities**

The formal objectives of the Association are to foster and promote the maintenance, improvement and development of artistic taste and the knowledge, understanding and appreciation of the arts among the people of Billericay and neighbourhood. To achieve these objectives, had it been a normal year under review, the Association would have presented or assisted in the presentation of, public concerts, dramatic performances, recitals, art exhibitions, lectures and other arts events, as well as providing a wide range of arts classes.

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2025**

#### **Chairman's Report**

I am pleased to report that the price increases to our Class Fees and Room Hire charges made during the previous financial year, restored our healthy trading position and it was agreed there was no need to increase any fees during this year. Profit of £3866 from the sale of refreshments is still good although less than last year. There has been a substantial increase in the costs of supplies we buy for refreshments but it was agreed not to increase our prices for refreshments because of the extra effort involved in giving small change. Despite our extremely low charges for hot drinks, we have become aware of a gradual increase of people who bring their own drinks or even bring their own supplies and ask for the hot water.

Our fears about losing our High Street Post Office were unfounded as it moved to new premises, under different owners. Although an increasing number of people paid their fees by bank transfer we still received over £15,000 in cheques so whatever the financial pundits say about cheques not being used, they certainly are at The Fold. That amount plus cash has to be paid in somewhere, so having a nearby Post Office is still very important.

We have not been offered any help to improve our financial transactions by our bank so next year we really need to be more proactive in seeking assistance. Like many companies, we have to have two signatures on cheques but after a trip to the branch in Chelmsford to collect a delayed bank statement I was not expecting to be told that they would print one this time but in future two signatories would have to visit the branch.

I am pleased to report that there were no major problems with the premises during the year which is an achievement considering the age of the building and the amount of use it gets. The dreadful condition of the car park surface continues to be a great concern but that is unlikely to be resolved until the development of the old Reids premises takes place.

The Fold has had to operate for over three years adjacent to the now derelict site of the former Reids premises. Planning Permission, to convert the existing premises into apartments and build a new block in their car park, was granted in March 2024 but no work was begun. A second and more extensive fire occurred a few weeks later on Easter Monday and caused almost total destruction of what was planned to be converted as well as damage to the neighbouring businesses in Laindon Road. Nothing has happened to the site since that fire although we saw several trespassers on the site until substantial safety barriers were erected. They seem to have been successful in preventing further unofficial entry.

The free monthly jazz afternoons at The Fold continue to attract good audiences, an opportunity to hear live music and some income from refreshments served in the interval. We are very grateful to the musicians as they do not charge us for their performances. We would like to hold ticketed music performances and book other artistes, but without more volunteers to help with performances we still cannot risk holding them. There is so much more to do than helping serve refreshments, vital though that role is. Tasks start much earlier in the day with getting the room ready, being available during the rehearsal time for the artistes, helping with car parking, stewarding during the performance plus, of course clearing up afterwards.

Although the classes for adults have been generally well attended, we sadly have still not been able to run any classes for children because there are no volunteers available to be Receptionists during the after-school slot. We were very sad to hear that Kate Mayo, one of our Pottery Tutors, would not be able to teach her classes after the Spring Term and we are actively seeking a new tutor. There was a series of one day and half day Workshops in July which attracted some new people and we also ran several Workshops, mostly with a Christmas theme on Saturdays in November. As always, it is difficult

to predict which sessions will attract interest but we were very pleased to find the Stained Glass Robin was so popular we had to run a second session to accommodate the large numbers.

We continue to be very grateful for all the work carried out by the Receptionists as The Fold couldn't even open without them. However, several of our regular Receptionists have had to give up and we really do need to find replacements as their duties cannot continue to be covered on a regular basis by just one or two other volunteers. As an organisation we are not alone in needing new volunteers but we also need ones who can commit themselves to a regular session and these are even more difficult to find these days.

During the year we have sadly lost several more longstanding friends of The Fold and they are much missed, though not forgotten.

As always, I would like to thank the members of GCOM for their help running The Fold. Unfortunately, our Classes Secretary for many years, Bam Collins, has been very ill and unable to continue in her role. I'm extremely grateful to those members of GCOM who have taken over some of those tasks in her absence. We were very pleased to welcome Peter Bion to the committee at last year's AGM especially as he has now indicated he is prepared to become Classes Secretary. We would be delighted to welcome more new active members to the committee to share the load and introduce new ideas.

Margaret White

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended March 2025**

#### **Financial Review**

The Fold's income shows signs of improvement despite the ever upward costs of utilities and services. To achieve this, it was necessary to impose several price increases during the year plus constant monitoring.

No ticketed events were held during the year as some people still appear to be reluctant to come out in the evening and it could be a costly risk. We may try an afternoon performance in the future though we are still very short of people to help run any performance.

The income and expenditure account showed a surplus of £18,017 compared with last year's surplus of £17,507, a real improvement over last year and the previous year

#### **Reserves policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation, of which Covid was a prime example.

Our cash reserve stands at £60,000 and our cash balance increased during the year by £17,736 from £124,791 to £142,527

#### **Expenditure in the year**

The total cost of repairs and maintenance during the year was £1,931 compared to £4,276 in the previous year

Of the utilities' charges during the year, gas showed a decrease from £8,116 to £6,251 and electricity showed an increase from £4,871 to £5,207. These movements reflect another mild winter and an increase in the unit rate of electricity and gas. We will be changing our electricity supplier in the coming year. Water rates decreased from £647 to £628.

Our total overall costs show a decrease of £3,877, from £53,303 to £49,426 and reflect both a reduction in the cost of running classes and a reduction in general overheads.

In 2022 we took the decision to write off all capital items at The Fold. There have been no new significant purchases during the year.

The written down value of tangible fixed assets brought forward were written off in their entirety as it is considered these have zero value. Tangible fixed assets acquired in the year are written off in the year of acquisition. This is a change in accounting policy from writing off assets over their estimated useful lives on a straight-line basis over five or ten year period.

### Principal funding sources

Income from Class fees fell by £5,154. Membership fees increased from £1,761 to £1,978

Room Hire fees generated income of £21,742 an increase on last year of £2,515.

Our total overall operating income decreased by £3,367, from £70,810 to £67,443

### Plans for Future Periods

With our improved trading position, we intend to hold prices firm, for the 2025 Summer Term.

It was agreed to aim for any increases in fees to be at the beginning of the Academic Year.

The Charity plans to continue the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2025**

#### **Responsibilities of the Management Committee**

The Companies Act 2006 requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and;

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining 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 statements comply with the Companies Act 2006, Charities Act 2011, Memorandum and Articles of Association, and Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Management Committee is 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.

#### Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and 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 1.

#### **Independent Examiners**

Michael Letch and Partners were re-appointed as the charitable company's independent examiners during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and in accordance with the provisions in the Companies Act 2006.

Approved by the Management Committee on 10 September 2025 and signed on its behalf by:



**M White (Chairman)**



**P Jakes (Vice Chairman)**

## Independent Examiner's Report to the Trustees of Billericay Arts Association

I report on the accounts of the Association for the year ended 31<sup>st</sup> March 2025, which are set out on pages 9 to 14.

### 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 required.

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 statement

My examination was carried out in accordance with 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 expressed 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 the course of my examination, no matter has come to our attention.

(1) which gives us 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 2011 Act, Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Michael Letch + Partners LLP

Date 17.10.25

Michael Letch & Partners LLP  
Accountants and Registered Auditors  
146 High Street  
Billericay  
Essex,  
CM12 9DF

**Billericay Arts Association**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**for the year ended 31st March 2025**

	Notes	Total Funds 2025 £	Total Funds 2024 £
<b>Incoming resources</b>			
<b>Incoming resources from generated funds:</b>			
Voluntary income:			
Donations	2	66	405
Sales of Donated Books & Pictures		355	419
Activities for generating funds:			
Membership subscriptions		1,978	1,761
Income from hirings		21,742	19,227
Profit on refreshments		3,886	4,420
Commissions received		0	0
Events income		0	0
Class fee income	3	37,447	42,601
Pottery Sales		1,137	1,181
Paper Sales		112	96
Plant Sales		0	23
Other income:			
Bank interest received Santander		720	677
<b>Total Incoming resources</b>		<b>67,443</b>	<b>70,810</b>
<b>Resources expended</b>			
<b>Costs of generating funds:</b>			
Costs of events	4	0	0
Costs of classes	4	16,906	18,380
Costs of general overheads	4	32,520	34,923
<b>Total Resources expended</b>		<b>49,426</b>	<b>53,303</b>
<b>Net movement in funds</b>		18,017	17,507
<b>Reconciliation of funds</b>			
Total funds brought forward		121,692	104,185
Total funds carried forward		<b>139,709</b>	<b>121,692</b>

## Billericay Arts Association

### Balance Sheet as at 31 March 2024

	Notes	2025 £	2024 £
<b>Fixed Assets</b>			
Tangible fixed assets	10	0	0
<b>Current Assets</b>			
Debtors	11	4,789	3,858
Cash at Bank and in hand		142,527	124,791
		<u>147,316</u>	<u>128,649</u>
<b>Current Liabilities</b>			
Creditors falling due within one year	12	-7,607	-6,957
		<u>139,709</u>	<u>121,692</u>
<b>Net current assets</b>			
		<u>139,709</u>	<u>121,692</u>
<b>Net Assets</b>			
		<u>139,709</u>	<u>121,692</u>
<b>Unrestricted funds</b>	14	139,709	121,692
<b>Total Funds</b>		<u>139,709</u>	<u>121,692</u>

Approved by the Trustees of the Association on 10/09/25

The Trustees have taken advantage of the Companies Act 2006 by not having these accounts audited under Section 477 (total exemption).

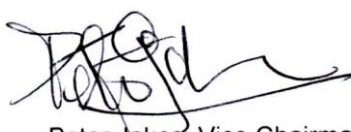
The Trustees have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.

The Trustees have acknowledged their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

**M. C. White**

Margaret White, Chairman



Peter Jakes, Vice Chairman

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2025**

**1 Accounting Policies**

**a) Basis of Preparation**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Charities SORP (FRS 102) and Companies Act 2006.

**b) Depreciation**

The written down value of tangible fixed assets brought forward have been written off in their entirety as it is considered these have zero value. Tangible fixed assets acquired in the year are written off in the year of acquisition. This is a change in accounting policy from writing off assets over their estimated useful lives on a straight-line basis over five or ten year period

**c) Income**

Income is credited to the income and expenditure account on an accruals basis with the exception of membership subscriptions which are shown on a received basis.

**d) Donations and Grants**

All donations received during the year have been taken to the credit of the income account.

**2 Donations**

	<b>Total Funds 2025</b>	<b>Total Funds 2024</b>
Donations -including personal and sales of donated books and paintings	421	824
	421	824

**3 Incoming resources from generated funds - Class income**

	<b>2025</b>	<b>2024</b>
Class Fees	37,447	42,601
	37,447	42,601

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2025**

**4 Total Resources Expended**

	Notes	2025 £	2024 £
Costs of events income:			
Events fees & expenses		0	0
Costs of classes:			
Tutors' salaries, PAYE and Prof Fees for Payroll	6	13,336	13,957
Materials		578	589
Fees for models		2,782	2,646
Kiln service		210	1,188
		<b>16,906</b>	<b>18,380</b>
Costs of general overheads			
Bank Charges		187	217
Office Stationery & Photocopying charges		936	664
Publicity inc. website renewal fee		58	165
Licences & Royalties		407	547
Cleaning/Household		8,659	8,006
Waste Removal Biffa		3,597	3,096
Water & Sewerage Rates		628	647
Insurance		2,693	2,363
Gas		6,251	8,116
Electricity		5,207	4,871
Repairs & maintenance		1,931	4,276
Postage		31	12
Office Telephone inc broadband		820	755
Other expenses		312	439
Accountancy		480	480
Piano Tuning		60	0
Depreciation of fixed assets	9	0	0
Council rates		263	269
Capital additions		0	0
		<b>32,520</b>	<b>34,923</b>
<b>Total Resources Expended</b>		<b>49,426</b>	<b>53,303</b>

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2025**

**6 Tutors' Salaries & Fees**

Staff costs comprised:	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Gross Salaries	12,808	13,477
Professional services for Payroll	528	480
<b>Total</b>	<u>13,336</u>	<u>13,957</u>

**7 Related Party Transactions**

No related party transactions were identified during the year.

**8 Taxation**

As a charity Billericay Arts Association is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 2002 to the extent that these are applied to charitable objects. No tax charges have arisen in the Charity.

**9 Premises**

The premises are leased rent free from Basildon Borough Council under an agreement for a period of 99 years (from 1994). The lease agreement has not been formally signed but the Council has given us assurances that if, for some unforeseen reason, we were required to vacate the property, it would return to us our contribution to the costs of refurbishing the property.

The terms of the lease, although unsigned, have been adhered to by both parties for the past 31 years. In the event of BAA leaving the premises for whatever reason, we would be required to hand over the premises in no worse state of repair than when we took possession. Since the building has received many improvements and regular maintenance during our tenancy, the Trustees see no difficulty in meeting this requirement. Under the agreement BAA is not responsible for structural issues.

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2025**

**10 Fixed Assets**

	Property £	Class Equipment £	Equipment £	Furniture & Fittings £	TOTAL £
All fixed assets were written off in 2022					
NBV @ 31.03.25	0	0	0	0	0

**11 Debtors**

	£	2024 £
Trade debtors, Prepayments & accrued income	4,789	3,858
	4,789	3,858

**12 Creditors due within 1 year**

	7,607	6,957
	7,607	6,957

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2025**

**13 Reserves Policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day-to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation.

Our revised cash reserve remains at £60,000 until any future reviews.

**14 Movements in Funds**

	<b>At 1 April 2024 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>At 31 March 2025 £</b>
<b>Unrestricted funds:</b>				
General funds	121,692	67,443	49,426	139,709
<b>Total funds</b>	<b>121,692</b>	<b>67,443</b>	<b>49,426</b>	<b>139,709</b>

**BILLERICAY ARTS ASSOCIATION**

England & Wales - Charity number 1003508

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# Accounts

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# **Billericay Arts Association**

(A company limited by guarantee)

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**For the Year Ended 31 March 2024**

<b>Contents</b>	<b>Page</b>
Report of the Management Committee	1 - 7
Independent Examiners' Report	8
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Charity Name:	Billericay Arts Association
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Mr P Jakes	Vice Chairman
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Mr N Davey	
Mr I Grant	
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## **Billericay Arts Association**

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##### Governing Document

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Billericay Arts Association has a Management Committee which meets regularly and is responsible for the strategic direction and policy of the charity. The Committee is made up of between 10 and 20 members, which we reduced from between 15 and 25 members at the AGM of 2012. At the year end the Committee had twelve members from a variety of professional backgrounds relevant to the work of the charity.

#### **Objectives and Activities**

The formal objectives of the Association are to foster and promote the maintenance, improvement and development of artistic taste and the knowledge, understanding and appreciation of the arts among the people of Billericay and neighbourhood. To achieve these objectives, had it been a normal year under review, the Association would have presented or assisted in the presentation of, public concerts, dramatic performances, recitals, art exhibitions, lectures and other arts events, as well as providing a wide range of arts classes.

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2024**

#### **Chairman's Report**

I am pleased to report that the price increases to our Class Fees and Room Hire charges made during the early part of the year, combined with the numbers of students attending have brought our accounts back on track. We again decided not to increase Membership fees as without running other events there is no incentive for people to join BAA unless they are attending a class.

Like so many people, businesses and organisations it is now difficult to get any help from our bank that would improve our efficiency to trade. More people are paying for their classes by bank transfer which is helpful but we currently have no facility to check their payments until we receive our monthly bank statement. This is despite several attempts to achieve this which always seem to be thwarted by our bank but it is being pursued. The process of paying cheques and cash in at the Post Office is working well then we heard our High Street Branch many be closing but there is little point worrying about that until we hear anything definite. We decided against increasing the prices for our refreshments, not for economic reasons but purely for the practicality of taking cash payments for them. The irritation factor of providing so much more change for even a 10p increase in prices would outweigh the financial benefit.

Unfortunately, the water boiler in the kitchen began leaking and we were told the tank had split. We decided to replace the whole unit rather than just the tank as this would be more straightforward and would also mean it would not need an annual service this year. However, this meant our volunteers had to cope with using kettles to provide hot drinks. The new unit was installed and a strange taste and smell to the water was immediately noticed but the engineer said it would dissipate. It didn't, so the installers were contacted but they said it would have to be dealt with by the manufacturers under warranty. There was a further delay until their engineer was able to visit and agreed there was a problem with the hot water quality, took samples, examined the installation but found nothing to explain the cause. He replaced the tank, although there was no sign of anything wrong, and it solved the problem. Having the original water heater replaced sounded so simple but the whole procedure caused enormous inconvenience to our volunteers and customers and hours of wasted time.

Thankfully we have not had to replace any other equipment so our expenditure has largely been on the cleaning, licences, minimal decorating and the requirement for annual tests and servicing.

The monthly Jazz afternoons, at no charge to The Fold, continue to attract good audiences, an opportunity to hear live music and some income from refreshments served in the interval. We would like to hold ticketed music performances and book other artistes, but with no way of being able to predict enough support we still haven't felt able to risk a possible financial loss. We also haven't been able to attract any new people prepared to commit themselves to help at a performance.

Although the classes for adults have been generally well attended, we sadly have still not been able to run any classes for children because there are no volunteers available to be Receptionists during the after-school slot. There was a reduced series of one day and half day Workshops in July which attracted some new people and we also ran some sessions on Saturdays in the Spring with mixed attendance. As always, it is difficult to find tutors who could offer new subjects

The Fold has had to operate for over two years adjacent to the now derelict site of the former Reids premises. Planning Permission, to convert the existing premises into apartments and build a new block in their car park, was granted in March 2024 but the developer had no plans to start the work immediately. A second and more extensive fire occurred in April and caused almost total destruction of what was planned to be converted as well as damage to the neighbouring businesses in Laindon Road. We were assured by the developer within a few days of the fire that they still intended to proceed but not before 2025 and that Basildon Council may require a new application. Nothing has happened

to the site since the fire other than the erection of safety barriers and the gradual deterioration of the charred remains. The Fold survived unscathed once again and our visitors are now accustomed to the depressing view.

We continue to be very grateful for all the work carried out by the Receptionists as The Fold couldn't even open without them. However, several of our regular Receptionists have had to give up and we really do need to find replacements as their duties cannot continue to be covered on a regular basis by just one or two other volunteers. As an organisation we are not alone in needing new volunteers but we also need ones who will commit themselves to a regular session and these are even more difficult to find these days.

During the year we have sadly lost several good friends of The Fold and they are much missed.

I would like to thank the members of GCOM for their help running The Fold but the time has now come to admit we need to actively seek extra members to help share the workload and take on some of the key roles.

Margaret White

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended March 2024**

#### **Financial Review**

The Fold's income shows signs of improvement despite the ever upward costs of utilities and services. To achieve this, it was necessary to impose several price increases during the year plus constant monitoring.

No ticketed events were held during the year as some people still appear to be reluctant to come out in the evening and it could be a costly risk. We may try an afternoon performance in the future though we are still very short of people to help run any performance.

The income and expenditure account showed a surplus of £17,507 compared with last year's surplus of £5,311, a real improvement over last year and the previous year

#### **Reserves policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation, of which Covid was a prime example.

Our cash reserve stands at £60,000 and our cash balance increased during the year by £12,196 from £112,640 to £124,791

#### **Expenditure in the year**

The total costs of repairs and maintenance of £4,276 during the year includes repairs to the kilns, a replacement fan in the kiln room, a new water boiler for the kitchen, some interior decorating and annual testing and servicing.

Of the utilities' charges during the year, gas showed a decrease from £8,701 to £8,116 and electricity showed an increase from £4,715 to £4,871. These small movements reflect a mild winter rather than better unit rates. Water rates increased from £527 to £647

Our total overall costs show an increase of £1,847, from £51,816 to £53,303 and reflect an increase in trading during the year. In 2022 we took the decision to write off all capital items at The Fold, such as replacement windows, which we could not take with us if we ever have to relocate. There has been one purchase of a new asset during the year – the new kitchen water boiler.

The written down value of tangible fixed assets brought forward were written off in their entirety as it is considered these have zero value. Tangible fixed assets acquired in the year are written off in the year of acquisition. This is a change in accounting policy from writing off assets over their estimated useful lives on a straight-line basis over five or ten year period.

### Principal funding sources

Attendance at many classes continues to grow despite the need to increase the class fees slightly every term. Class fees generated income of £42,601 and membership fees £1,761 which is lower than the previous year meaning that fewer people attended The Fold

Room Hire fees generated income of £19,227 an increase on last year of £1,263 but still not as high as pre Pandemic as there are now fewer societies.

Our total overall operating income increased by £13,683 from £57,127 to £70,810

### Plans for Future Periods

With the increases in unit prices of gas and electricity, it was decided to increase class fees, room hire charges and prices for refreshments from September 2023 and again during the year to cover all expected increases. However, with our improved trading position we intend to hold prices firm, at least for the 2024 Summer Term.

The Charity plans to continue the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2024**

#### **Responsibilities of the Management Committee**

The Companies Act 2006 requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and;

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining 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 statements comply with the Companies Act 2006, Charities Act 2011, Memorandum and Articles of Association, and Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Management Committee is 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.

#### Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and 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 1.

#### **Independent Examiners**

Michael Letch and Partners were re-appointed as the charitable company's independent examiners during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and in accordance with the provisions in the Companies Act 2006.

Approved by the Management Committee on 30 August 2024 and signed on its behalf by:



**M White (Chairman)**



**P Jakes (Vice Chairman)**

## Independent Examiner's Report to the Trustees of Billericay Arts Association

I report on the accounts of the Association for the year ended 31<sup>st</sup> March 2024, which are set out on pages 9 to 14.

### 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 required.

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 statement

My examination was carried out in accordance with 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 expressed 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

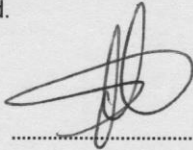
In the course of my examination, no matter has come to our attention.

(1) which gives us 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 2011 Act, Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date ..... 01/09/24 .....

Michael Letch & Partners LLP  
Accountants and Registered Auditors  
146 High Street  
Billericay  
Essex,  
CM12 9DF

**Billericay Arts Association**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**for the year ended 31st March 2024**

	Notes	Total Funds 2024 £	Total Funds 2023 £
<b>Incoming resources</b>			
<b>Incoming resources from generated funds:</b>			
Voluntary income:			
Donations	2	405	123
Sales of Donated Books & Pictures		419	584
Activities for generating funds:			
Membership subscriptions		1,761	1,958
Income from hirings		19,227	17,964
Profit on refreshments		4,420	3,455
Commissions received		0	0
Events income		0	0
Class fee income	3	42,601	31,870
Pottery Sales		1,181	987
Paper Sales		96	86
Plant Sales		23	
Other income:			
Bank interest received Santander		677	100
<b>Total Incoming resources</b>		<b>70,810</b>	<b>57,127</b>
<b>Resources expended</b>			
<b>Costs of generating funds:</b>			
Costs of events	4	0	0
Costs of classes	4	18,380	17,590
Costs of general overheads	4	34,923	34,226
<b>Total Resources expended</b>		<b>53,303</b>	<b>51,816</b>
<b>Net movement in funds</b>		17,507	5,311
<b>Reconciliation of funds</b>			
Total funds brought forward		104,185	98,874
Total funds carried forward		<b>121,692</b>	<b>104,185</b>

## Billericay Arts Association

### Balance Sheet as at 31 March 2024

	Notes	2024 £	2023 £
<b>Fixed Assets</b>			
Tangible fixed assets	10	<u>0</u>	<u>0</u>
<b>Current Assets</b>			
Debtors	11	3,858	3,440
Cash at Bank and in hand		124,791	112,640
		<u>128,649</u>	<u>116,080</u>
<b>Current Liabilities</b>			
Creditors falling due within one year	12	-6,957	-11,895
		<u>121,692</u>	<u>104,185</u>
<b>Net current assets</b>			
		<u>121,692</u>	<u>104,185</u>
<b>Net Assets</b>			
		<u>121,692</u>	<u>104,185</u>
<b>Unrestricted funds</b>			
	14	121,692	104,185
<b>Total Funds</b>			
		<u>121,692</u>	<u>104,185</u>

Approved by the Trustees of the Association on

The Trustees have taken advantage of the Companies Act 2006 by not having these accounts audited under Section 477 (total exemption).

The Trustees have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.

The Trustees have acknowledged their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

*M. C. White*

Margaret White, Chairman

*Peter Jakes*

Peter Jakes, Vice Chairman

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2024**

**1 Accounting Policies**

**a) Basis of Preparation**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Charities SORP (FRS 102) and Companies Act 2006.

**b) Depreciation**

The written down value of tangible fixed assets brought forward have been written off in their entirety as it is considered these have zero value. Tangible fixed assets acquired in the year are written off in the year of acquisition. This is a change in accounting policy from writing off assets over their estimated useful lives on a straight-line basis over five or ten year period

**c) Income**

Income is credited to the income and expenditure account on an accruals basis with the exception of membership subscriptions which are shown on a received basis.

**d) Donations and Grants**

All donations received during the year have been taken to the credit of the income account.

**2 Donations**

	<b>Total Funds 2024</b>	<b>Total Funds 2023</b>
Donations -including personal and sales of donated books and paintings	824	707
	824	707

**3 Incoming resources from generated funds - Class income**

	<b>2024</b>	<b>2023</b>
Class Fees	42,601	31,870
	42,601	31,870

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2024**

**4 Total Resources Expended**

	Notes	2024 £	2023 £
Costs of events income:			
Events fees & expenses		0	0
Costs of classes:			
Tutors' salaries, PAYE and Prof Fees for Payroll	6	13,957	14,440
Materials		589	466
Fees for models		2,646	2,524
Kiln service		1,188	160
		<u>18,380</u>	<u>17,590</u>
Costs of general overheads			
Bank Charges		217	223
Office Stationery & Photocopying charges		664	441
Publicity		165	0
Licences & Royalties		547	203
Cleaning/Household		8,006	7,390
Waste Removal Biffa		3,096	3,425
Water & Sewerage Rates		647	527
Insurance		2,363	1,995
Gas		8,116	8,701
Electricity		4,871	4,715
Repairs & maintenance		4,276	3,173
Postage		12	55
Office Telephone inc broadband		755	878
Other expenses		439	1,303
Accountancy		480	570
Depreciation of fixed assets	9	0	0
Council rates		269	627
Capital additions		0	0
		<u>34,923</u>	<u>34,226</u>
<b>Total Resources Expended</b>		<u><b>53,303</b></u>	<u><b>51,816</b></u>

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2024**

**6 Tutors' Salaries & Fees**

Staff costs comprised:	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Gross Salaries	13,477	14,044
Professional services for Payroll	480	396
<b>Total</b>	<u>13,957</u>	<u>14,440</u>

**7 Related Party Transactions**

No related party transactions were identified during the year.

**8 Taxation**

As a charity Billericay Arts Association is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 2002 to the extent that these are applied to charitable objects. No tax charges have arisen in the Charity.

**9 Premises**

The premises are to be leased rent free from Basildon District Council under an agreement for a period of 99 years (from 1994). The lease agreement has yet to be formally signed but the Council has given us assurances that if, for some unforeseen reason, the agreement was not signed and we were required to vacate the property, it would return to us our contribution to the costs of refurbishing the property.

The terms of the lease, although unsigned, have been adhered to by both parties for the past 29 years. In the event of BAA leaving the premises for whatever reason, we would be required to hand over the premises in no worse state of repair than when we took possession. Since the building has received many improvements and regular maintenance during our tenancy, the Trustees see no difficulty in meeting this requirement. Under the agreement BAA is not responsible for structural issues.

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2024**

**10 Fixed Assets**

	Property £	Class Equipment £	Equipment £	Furniture & Fittings £	TOTAL £
All fixed assets were written off in 2022					
NBV @ 31.03.24	0	0	0	0	0

**11 Debtors**

	2024 £	2023 £
Trade debtors, Prepayments & accrued income	3,858	3,440
	3,858	3,440

**12 Creditors due within 1 year**

	6,957	11,895
	6,957	11,895

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2024**

**13 Reserves Policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day-to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation.

Our revised cash reserve remains at £60,000 until any future reviews.

**14 Movements in Funds**

	<b>At 1 April 2023 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>At 31 March 2024 £</b>
<b>Unrestricted funds:</b>				
General funds	104,185	70,810	53,303	121,692
<b>Total funds</b>	<b>104,185</b>	<b>70,810</b>	<b>53,303</b>	<b>121,692</b>

**BILLERICAY ARTS ASSOCIATION**

England & Wales - Charity number 1003508

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# Accounts

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# **Billericay Arts Association**

(A company limited by guarantee)

## **Report & Financial Statements for the Year Ended 31 March 2023**

**Billericay Arts Association**

**The Fold, 72 Laindon Road, Billericay, Essex CM12 9LD**

Billericay Arts Association is a Registered Charity No 1003508 and a Company Limited by Guarantee registered in England with No 02539543

# **Billericay Arts Association**

(A company limited by guarantee)

## **Financial Statements**

**For the Year Ended 31 March 2023**

<b>Contents</b>	<b>Page</b>
Report of the Management Committee	1 - 6
Independent Examiners' Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes forming part of the Financial Statements	10 – 14

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2023**

The Management Committee presents its report and financial statements reviewed by Independent Accountants for the year ended 31 March 2023

#### **Reference & Administrative Information**

Charity Name:	Billericay Arts Association
Charity registration number:	1003508
Company registration number:	02539543
Registered Office and Operational address	The Fold 72 Laindon Road Billericay Essex CM12 9LD

#### **Management Committee**

Mrs M White	Chairman
Mr P Jakes	Vice Chairman
Mrs M Ellis	Company Secretary
Mrs B Collins	Classes Secretary
Mrs F Adams	
Mrs J Cook	
Mr N Davey	
Mrs J Nash	
Mrs P Peddar	
Mrs M Schultz	
Mr A Tofts	

#### **Accountants**

Michael Letch & Partners LLP, Accountants & Registered Auditors, 146 High Street, Billericay, Essex CM12 9DF

#### **Bankers**

HSBC, 109 High Street, Billericay, Essex CM12 9AN.

Santander UK plc, BBAM, Bridle Road, Bootle, L30 4GB

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2023**

#### **Structure and Governance**

##### Governing Document

Founded in 1979, the organisation was incorporated as a charitable company limited by guarantee on 14 September 1990 and registered as a charity on 26 July 1991. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. All Officers of the Company must be elected annually.

##### Organisational Structure

Billericay Arts Association has a Management Committee which meets regularly and is responsible for the strategic direction and policy of the charity. The Committee is made up of between 10 and 20 members, which we reduced from between 15 and 25 members at the AGM of 2012. At the year end the Committee had twelve members from a variety of professional backgrounds relevant to the work of the charity.

#### **Objectives and Activities**

The formal objectives of the Association are to foster and promote the maintenance, improvement and development of artistic taste and the knowledge, understanding and appreciation of the arts among the people of Billericay and neighbourhood. To achieve these objectives, had it been a normal year under review, the Association would have presented or assisted in the presentation of, public concerts, dramatic performances, recitals, art exhibitions, lectures and other arts events, as well as providing a wide range of arts classes.

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2023**

#### **Chairman's Report**

After a great deal of discussion and mindful of the losses made by BAA for the last 2 years it was agreed that Class Fees and Hire Charges would be increased by 20% from September 2022. This didn't cause the negative reaction we feared as existing students re-enrolled for their classes and new students weren't put off by the higher fees. The prices for refreshments were also increased but it was agreed not to make any increase to the annual membership fees.

Following the news of huge increases in gas and electricity it was agreed that Class Fees for Spring 2023 would increase by £1.00 per week for every student. This was easy to explain to the students and publicising the gas bill of £1,675 just for February 2023 helped them understand the need for another increase.

Whilst we accept payment for Class Fees by cash, cheque and bank transfer we ask for cash when purchasing refreshments. We are still resisting payments by card because of the charges but for how much longer? The closure of our local branch of HSBC has caused some difficulties. We are able to pay in cheques and cash at The Post Office but they cannot provide advice and only accept complete bags of coins which means usually means some coins cannot be paid in and have to be carried forward until there are enough of that denomination.

Luckily this year we have not had to replace any equipment so our expenditure has largely been on the cleaning, licences, minimal decorating and the annual tests and servicing we have to have done.

Although there have been no paid performances at The Fold for a second year, we were approached to see if we could host an afternoon of free jazz on a monthly basis. We do not charge for the use of the room, we get high class musicians for no fee, it attracts an audience who are delighted to hear live music again, buy refreshments and may even offer to help run The Fold.

Although the classes for adults have been generally well attended, we sadly have still not been able to run any classes for children because there are no volunteers available to be Receptionists during the after-school slot. There was a successful series of one day and half day Workshops in July which attracted many new people, some of whom enrolled in the termly classes.

We were extremely fortunate that the serious fire in July 2022 at Reids, the premises next to The Fold, did not cause any damage to The Fold, thanks to the prompt action of the emergency services and the wind blowing away from us. One of the downsides was that the Reids site is now derelict and plans are being submitted for the development of it into apartments. If successful, this will have an enormous effect on The Fold as our outlook will be lost and parking is likely to be a major problem. Another downside was that many people thought The Fold was also unable to operate so we had to make a huge effort to tell them otherwise. BAA was invited to promote The Fold at the Community Day in March at the Chantry Centre. It was extremely well attended and many people showed an interest in The Fold and our classes. We even gained a new Receptionist.

We continue to be very grateful for all the work carried out by the Receptionists as The Fold couldn't even open without them. I would like to thank the members of GCOM for their help running The Fold but the time has now come to admit we need to actively seek extra members to help share the workload and take on some of the key roles.

Margaret White

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended March 2023**

#### **Financial Review**

The Fold is still feeling some effects of the Covid-19 Pandemic. The current increase in inflation has significantly increased the cost of our utilities. However, following additional monitoring of all expenditure and increasing our prices The Fold's income has shown definite signs of improvement during the year.

We are pleased to report that most of our classes have returned to pre-pandemic enrolment despite the fact that we reluctantly had to increase our class fees each term.

No events were held this year, partly because we felt that we should continue to provide more space for the audiences and the reduced number that could then be accommodated would result in reduced income and not cover the artistes' fees but also because we haven't had enough volunteers to run the events.

The income and expenditure account showed a surplus of £5,311 compared with last year's loss of £30,837 and although modest is the first positive figure for 2 years

#### **Reserves policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation, of which Covid was a prime example.

Our cash reserve stands at £60,000 and our cash balance increased during the year by £9,448 from £103,092 to £112,540. The reserve will be reviewed annually as part of the budgeting process.

#### **Expenditure in the year**

The total costs of repairs and maintenance of £3,173 during the year includes minor repairs, some interior decorating and annual testing and servicing.

Of the utilities' charges during the year, gas showed an increase from £4,619 to £8,701 and electricity showed an increase from £3,602 to £4,715. We are fairly sure next year's increases won't show a reduction. Water rates increased from £100 to £527 due to the erratic nature of the bills received.

Our total overall costs show a decrease of £16,792, from £68,608 to £51,816 and this is an expected result as last year we took the decision to write off all capita items at The Fold, such as replacement windows, which we could not take with us if we ever have to relocate. There has been no purchase of new assets during the year.

This is stated in Note 1b:-

"The written down value of tangible fixed assets brought forward have been written off in their entirety as it is considered these have zero value. Tangible fixed assets acquired in the year are written off in the year of acquisition. This is a change in accounting policy from writing off assets over their estimated useful lives on a straight-line basis over five or ten year period".

### Principal funding sources

Room hire fees generated income of £17,964 an increase on last year of £5,922 but still not as high as pre Pandemic as there are now fewer societies. Class fees generated income of £31,870 and membership fees of £1,958 showing a continued return of people to The Fold but with accompanying additional expenditure.

Our total overall operating income increased by £19,356 from £37,771 to £57,127.

### Plans for Future Periods

With the alarming increases in prices of gas and electricity, it was decided to increase class fees, room hire charges and prices for refreshments from September 2022 and again during the year to cover all expected increases.

The Charity plans to continue the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2023**

#### **Responsibilities of the Management Committee**

The Companies Act 2006 requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and;

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining 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 statements comply with the Companies Act 2006, Charities Act 2011, Memorandum and Articles of Association, and Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Management Committee is 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.

#### Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and 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 1.

#### **Independent Examiners**

Michael Letch and Partners were re-appointed as the charitable company's independent examiners during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and in accordance with the provisions in the Companies Act 2006.

Approved by the Management Committee on 5 July 2023 and signed on its behalf by:

*M C White*

**M White (Chairman)**



**P Jakes (Vice Chairman)**

## Independent Examiner's Report to the Trustees of Billericay Arts Association

I report on the accounts of the Association for the year ended 31<sup>st</sup> March 2023, which are set out on pages 9 to 15.

### 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 required.

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 statement

My examination was carried out in accordance with 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 expressed 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 the course of my examination, no matter has come to our attention;

(1) which gives us 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 2011 Act, Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
.....  
Michael Letch & Partners LLP  
Accountants and Registered Auditors  
146 High Street  
Billericay  
Essex,  
CM12 9DF

Date 17/10/2023

**Billericay Arts Association**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**for the year ended 31st March 2023**

	Notes	Total Funds 2023 £	Total Funds 2022 £
<b>Incoming resources</b>			
<b>Incoming resources from generated funds:</b>			
Voluntary income:			
Donations	2	123	314
Sales of Donated Books & Pictures		584	124
Activities for generating funds:			
Membership subscriptions		1,958	1,527
Income from hirings		17,964	12,042
Profit on refreshments		3,455	1,764
Commissions received		0	0
Events income		0	1,288
Class fee income	3	31,870	19,828
Pottery Sales		987	773
Paper Sales		86	38
Other income:			
Bank interest received		100	73
<b>Total Incoming resources</b>		<b>57,127</b>	<b>37,771</b>
<b>Resources expended</b>			
<b>Costs of generating funds:</b>			
Costs of events	4	0	1531
Costs of classes	4	17,590	18,102
Costs of general overheads	4	34,226	48,975
<b>Total Resources expended</b>		<b>51,816</b>	<b>68,608</b>
<b>Net movement in funds</b>		5,311	-30,837
<b>Reconciliation of funds</b>			
Total funds brought forward		98,874	129,711
Total funds carried forward		<b>104,185</b>	<b>98,874</b>

## Billericay Arts Association

### Balance Sheet as at 31 March 2023

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Tangible fixed assets	10	0	0
<b>Current Assets</b>			
Debtors	11	3,440	2,611
Cash at Bank and in hand		112,640	103,092
		<u>116,080</u>	<u>105,703</u>
<b>Current Liabilities</b>			
Creditors falling due within one year	12	-11,895	-6,829
		<u>104,185</u>	<u>98,874</u>
<b>Net current assets</b>		104,185	98,874
<b>Net Assets</b>		<u>104,185</u>	<u>98,874</u>
<b>Unrestricted funds</b>	14	104,185	98,874
<b>Total Funds</b>		<u>104,185</u>	<u>98,874</u>

Approved by the Trustees of the Association on 5 July 2023

The Trustees have taken advantage of the Companies Act 2006 by not having these accounts audited under Section 477 (total exemption).

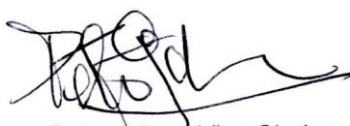
The Trustees have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.

The Trustees have acknowledged their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

**M. C. White**

Margaret White, Chairman

  
Peter Jakes, Vice Chairman

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2023**

**1 Accounting Policies**

**a) Basis of Preparation**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Charities SORP (FRS 102) and Companies Act 2006.

**b) Depreciation**

The written down value of tangible fixed assets brought forward have been written off in their entirety as it is considered these have zero value. Tangible fixed assets acquired in the year are written off in the year of acquisition. This is a change in accounting policy from writing off assets over their estimated useful lives on a straight-line basis over five or ten year period

**c) Income**

Income is credited to the income and expenditure account on an accruals basis with the exception of membership subscriptions which are shown on a received basis.

**d) Donations and Grants**

All donations received during the year have been taken to the credit of the income account.

**2 Donations**

	<b>Total Funds 2023</b>	<b>Total Funds 2022</b>
Donations -including personal and sales of donated books and paintings	<u>707</u>	<u>438</u>
	<u>707</u>	<u>438</u>

**3 Incoming resources from generated funds - Class income**

	<b>2023</b>	<b>2022</b>
Class Fees	31,870	19,828
	<u>31,870</u>	<u>19,828</u>

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2023**

**4 Total Resources Expended**

	Notes	2023 £	2022 £
Costs of events income:			
Events fees & expenses		0	1,531
Costs of classes:			
Tutors' salaries, PAYE and Prof Fees for Payroll	6	14,440	13,952
Materials		466	654
Fees for models		2,524	3,232
Kiln service		160	264
		<u>17,590</u>	<u>18,102</u>
Costs of general overheads			
Bank Charges		223	89
Office Stationery & Photocopying charges		441	33
Publicity		0	0
Licences & Royalties		203	0
Cleaning/Household		7,390	8,358
Waste Removal Biffa		3,425	2,900
Water & Sewerage Rates		527	100
Insurance		1,995	1,856
Gas		8,701	4,619
Electricity		4,715	3,602
Repairs & maintenance		3,173	2,566
Postage		55	126
Office Telephone inc broadband		878	1,161
Other expenses		1,303	326
Accountancy		570	390
Depreciation of fixed assets	9	0	21,135
Council rates		627	320
Capital additions		0	1394
		<u>34,226</u>	<u>48,975</u>
<b>Total Resources Expended</b>		<u><b>51,816</b></u>	<u><b>68,608</b></u>

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2023**

**6 Tutors' Salaries & Fees**

Staff costs comprised:	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Gross Salaries	14,044	13,556
Professional services for Payroll	396	396
Total	<u>14,440</u>	<u>13,952</u>

**7 Related Party Transactions**

No related party transactions were identified during the year.

**8 Taxation**

As a charity Billericay Arts Association is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 2002 to the extent that these are applied to charitable objects. No tax charges have arisen in the Charity.

**9 Premises**

The premises are to be leased rent free from Basildon District Council under an agreement for a period of 99 years (from 1994). The lease agreement has yet to be formally signed but the Council has given us assurances that if, for some unforeseen reason, the agreement was not signed and we were required to vacate the property, it would return to us our contribution to the costs of refurbishing the property.

The terms of the lease, although unsigned, have been adhered to by both parties for the past 29 years. In the event of BAA leaving the premises for whatever reason, we would be required to hand over the premises in no worse state of repair than when we took possession. Since the building has received many improvements and regular maintenance during our tenancy, the Trustees see no difficulty in meeting this requirement. Under the agreement BAA is not responsible for structural issues.

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2023**

**10 Fixed Assets**

	Property £	Class Equipment £	Equipment £	Furniture & Fittings £	TOTAL £
All fixed assets were written off in 2022					
NBV @ 31.03.23	0	0	0	0	0

**11 Debtors**

	2023 £	2022 £
Trade debtors, Prepayments & accrued income	3,440	2,611
	3,440	2,611

**12 Creditors due within 1 year**

	11,895	6,829
	11,895	6,829

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2023**

**13 Reserves Policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day-to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation.

Our revised cash reserve remains at £60,000 until any future reviews.

**14 Movements in Funds**

	<b>At 1 April 2022 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>At 31 March 2023 £</b>
<b>Unrestricted funds:</b>				
General funds	98,874	57,127	-51,816	104,185
<b>Total funds</b>	<b>98,874</b>	<b>57,127</b>	<b>-51,816</b>	<b>104,185</b>

**BILLERICAY ARTS ASSOCIATION**

England & Wales - Charity number 1003508

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# Accounts

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# **Billericay Arts Association**

(A company limited by guarantee)

## **Report & Financial Statements for the Year Ended 31 March 2022**

**Billericay Arts Association**

**The Fold, 72 Laindon Road, Billericay, Essex CM12 9LD**

Billericay Arts Association is a Registered Charity No 1003508 and a Company Limited by Guarantee registered in England with No 02539543

# **Billericay Arts Association**

(A company limited by guarantee)

## **Financial Statements**

**For the Year Ended 31 March 2022**

<b>Contents</b>	<b>Page</b>
Report of the Management Committee	1 - 6
Independent Examiners' Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes forming part of the Financial Statements	10 – 14

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2022**

The Management Committee presents its report and financial statements reviewed by Independent Accountants for the year ended 31 March 2022

#### **Reference & Administrative Information**

Charity Name:	Billericay Arts Association
Charity registration number:	1003508
Company registration number:	02539543
Registered Office and Operational address	The Fold 72 Laindon Road Billericay Essex CM12 9LD

#### **Management Committee**

Mrs M White	Chairman
Mr P Jakes	Vice Chairman
Mrs M Ellis	Company Secretary
Mrs B Collins	Classes Secretary
Mrs F Adams	
Mrs J Cook	
Mr N Davey	
Mrs J Nash	
Mrs P Peddar	
Mrs M Schultz	
Mr A Tofts	

#### **Accountants**

Michael Letch & Partners LLP, Accountants & Registered Auditors, 146 High Street, Billericay, Essex CM12 9DF

#### **Bankers**

HSBC, 109 High Street, Billericay, Essex CM12 9AN.

Santander UK plc, BBAM, Bridle Road, Bootle, L30 4GB

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2022**

#### **Structure and Governance**

##### Governing Document

Founded in 1979, the organisation was incorporated as a charitable company limited by guarantee on 14 September 1990 and registered as a charity on 26 July 1991. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. All Officers of the Company must be elected annually.

##### Organisational Structure

Billericay Arts Association has a Management Committee which meets regularly and is responsible for the strategic direction and policy of the charity. The Committee is made up of between 10 and 20 members, which we reduced from between 15 and 25 members at the AGM of 2012. At the year end the Committee had twelve members from a variety of professional backgrounds relevant to the work of the charity.

#### **Objectives and Activities**

The formal objectives of the Association are to foster and promote the maintenance, improvement and development of artistic taste and the knowledge, understanding and appreciation of the arts among the people of Billericay and neighbourhood. To achieve these objectives, had it been a normal year under review, the Association would have presented or assisted in the presentation of, public concerts, dramatic performances, recitals, art exhibitions, lectures and other arts events, as well as providing a wide range of arts classes.

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2022**

#### **Chairman's Report**

This year has been hard work for volunteers at The Fold. Not all our volunteers felt comfortable resuming their duties initially and some haven't been able to return at all. Many volunteers have stepped in to cover the shortfall but it is becoming increasingly obvious that we need more people to help share the load.

One of the main things to suffer at The Fold this year has been our performances. We felt obliged to rebook *Andante* in October 2021 as their original booking in March 2020 had to be cancelled twice because of the lockdown. We had no way of knowing if people were ready to sit together as an audience but with well spaced tables and a reduction in numbers the evening was well received and broke even. We thought we would try *D'Ukes* in December but that didn't attract enough people. Perhaps, wary of the difficulties seeing families at Christmas 2020, people were being more careful. Pete Neighbour, another casualty of the lockdown cancellations, contacted us to offer to return in March and we agreed but we were unable to sell enough tickets so that evening made a loss. Following that, a decision was taken not to have any further events for a while until the general situation improves but mainly until we can find enough volunteers to organise them.

We have been delighted to welcome some new volunteers and aware that they hadn't had an opportunity to meet most of the other volunteers we arranged an afternoon tea before the autumn term began

Our classes are almost back to normal though with some alterations as interests change. We continued to restrict numbers in each class to allow everyone to space out and continued cleaning the rooms after each session until July. By September it was felt that, providing everyone remained vigilant, we could relax most of the restrictions. Classes designated as "Beginners" proved very popular and have attracted many new faces.

Rumours started to circulate about the future of Reids following a visit to their site in summer 2021 from developers and someone from Basildon Council. They said they planned to demolish Reids and replace with a new block of flats and another block in their car park. No plans were lodged at the Planning Department and in September workmen arrived to refurbish Reids and it reopened in October serving Italian meals at and this arrangement has lasted until March 2022. Who knows what the future will bring but we shall remain vigilant and try to ensure minimal effect on The Fold.

The Fold must not rest on its laurels of the past. Times are changing. When it opened in 1979 it was almost the only venue providing opportunities to develop artistic interests with classes for adults and children and a place where like minded people could meet and hire a room. Today Billericay has a new theatre in Radford Way and a new venue – The Chantry Centre where rooms are available to hire. Not far from the High Street is Barleylands where there are art and craft studios, many providing lessons. Since the pandemic we haven't been able to run any classes for children because of shortage of volunteers to staff The Fold at those times. Like so many organisations we need more help to share the load of running The Fold so we need to actively seek those people.

The volunteers we do have are a fantastic group. Making refreshments may not sound like a bundle of fun but listening to the rapport that develops between a Receptionist and the students who attend classes on that day proves what a sociable activity it can be – if you want it to be.

Margaret White

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended March 2022**

#### **Financial Review**

Like so many businesses and organisations The Fold has not fully recovered from the Covid-19 Pandemic which began in March 2020 had a huge effect on The Fold's income and expenditure. The number of events were certainly reduced as were the number of classes. The classes that did resume had fewer students to enable social distancing and the costs of cleaning did not decrease by the same proportions as we had to have additional cleaning because of Covid-19. Many of our Member Societies delayed resuming their regular meetings until their members felt safe to resume.

The income and expenditure account showed an unrestricted fund loss of £30,837 compared with last year's loss of £32,771

#### **Reserves policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation, of which Covid was a prime example.

Although the revised cash reserve stands at £60,000, our cash balance decreased slightly during the year by £3,749 from £106,841 to £103,092. The reserve will be reviewed each year as part of the budgeting process.

#### **Expenditure in the year**

The total costs of repairs and maintenance of £2,566 during the year only includes minor repairs, some interior decorating and annual testing and servicing.

Of the utilities' charges during the year, gas showed an increase from £2,891 to £4,619 and electricity showed an increase from £1177 to £3602. We are fairly sure next year's increases will be considerably higher. Water usage appears to have decreased but that is mainly due to the strange way we are billed and the credit that had accumulated.

It also became obvious that The Fold would have to have Wi-Fi installed as this would likely be needed for our classes and other activities and this has increased our BT bills.

Our total overall costs show an increase of £10,219 from £58,389 to £68,608 but that is an expected result as we took the decision to write off all capita items at The Fold, such as replacement windows, which we could not take with us if we ever have to relocate. We accept this decision causes our results to look worse than our actual trading figures reflect but these show that, with careful planning, we have reduced the actual loss. Next year the figures will not have this imbalance.

As is stated in Note 1b:-

"The written down value of tangible fixed assets brought forward have been written off in their entirety as it is considered these have zero value. Tangible fixed assets acquired in the year are written off in the year of acquisition. This is a change in accounting policy from writing off assets over their estimated useful lives on a straight-line basis over five or ten year period".

### Principal funding sources

Room hire fees generated income of £12,042 a huge increase on last year but still not as high as pre Pandemic as there are now fewer societies. Class fees generated income of £19,828 and membership fees of £1,527 showing a steady return of people to The Fold but with accompanying additional expenditure.

Our total overall operating income increased by £12,153 from £25,618 to £37,771 and this is despite not receiving any Government grant or Furlough payments this year.

### Plans for Future Periods

With the threatened increases in gas and electricity, plans are being made to increase class fees, room hire charges and prices for refreshments from September 2022 and possibly again during the year to cover all expected increases.

It will take much longer to rebuild the funds to the pre Pandemic levels.

The Charity plans to continue the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

## Billericay Arts Association

### Report of the Management Committee for the year ended 31 March 2022

#### Responsibilities of the Management Committee

The Companies Act 2006 requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and;

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining 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 statements comply with the Companies Act 2006, Charities Act 2011, Memorandum and Articles of Association, and Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Management Committee is 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.

#### Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and 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 1.

#### Independent Examiners

Michael Letch and Partners were re-appointed as the charitable company's independent examiners during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and in accordance with the provisions in the Companies Act 2006.

Approved by the Management Committee on 28 November 2022 and signed on its behalf by:

*M C White*

**M White (Chairman)**



**P Jakes (Vice Chairman)**

## Independent Examiner's Report to the Trustees of Billericay Arts Association

I report on the accounts of the Association for the year ended 31<sup>st</sup> March 2022, which are set out on pages 9 to 15.

### 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 required.

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 statement

My examination was carried out in accordance with 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 expressed 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

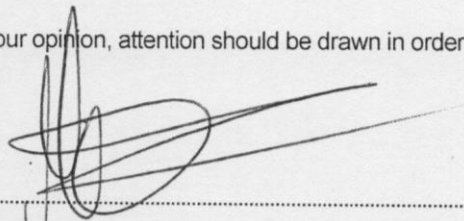
In the course of my examination, no matter has come to our attention;

(1) which gives us 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 2011 Act, Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michael Letch & Partners LLP  
Accountants and Registered Auditors  
146 High Street  
Billericay  
Essex,  
CM12 9DF

Date 13/12/2022

**Billericay Arts Association**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**for the year ended 31st March 2022**

	Notes	Total Funds 2022 £	Total Funds 2021 £
<b>Incoming resources</b>			
<b>Incoming resources from generated funds:</b>			
Voluntary income:			
Donations and grants	2	314	40
Books		124	0
Activities for generating funds:			
Membership subscriptions		1,527	20
Income from hirings		12,042	3,975
Profit on refreshments		1,764	0
Commissions received		0	0
Events income		1,288	0
Class fee income	3	19,828	2,649
Pottery Sales		773	187
Paper Sales		38	0
Other income:			
Bank interest received		73	106
Government grant received via BBC		0	10,000
Furlough payments		0	8641
<b>Total Incoming resources</b>		<b>37,771</b>	<b>25,618</b>
<b>Resources expended</b>			
<b>Costs of generating funds:</b>			
Costs of events	4	1531	489
Costs of classes	4	18,102	11,308
Costs of general overheads	4	48,975	46,592
<b>Total Resources expended</b>		<b>68,608</b>	<b>58,389</b>
<b>Net movement in funds</b>		<b>-30,837</b>	<b>-32,771</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		129,711	162,482
Total funds carried forward		<b>98,874</b>	<b>129,711</b>

## Billericay Arts Association

### Balance Sheet as at 31 March 2022

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible fixed assets	10	0	20,855
<b>Current Assets</b>			
Debtors	11	2,611	3,027
Cash at Bank and in hand		103,092	106,841
		105,703	109,868
<b>Current Liabilities</b>			
Creditors falling due within one year	12	-6,829	-1,012
<b>Net current assets</b>		98,874	108,856
<b>Net Assets</b>		98,874	129,711
<b>Unrestricted funds</b>	14	98,874	129,711
<b>Total Funds</b>		98,874	129,711

Approved by the Trustees of the Association on 27 November 2022

The Trustees have taken advantage of the Companies Act 2006 by not having these accounts audited under Section 477 (total exemption).

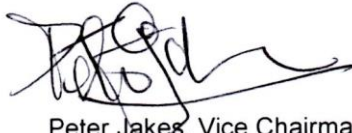
The Trustees have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.

The Trustees have acknowledged their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.



Margaret White, Chairman



Peter Jakes, Vice Chairman

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2022**

**1 Accounting Policies**

**a) Basis of Preparation**

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of certain fixed assets, and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Charities SORP (FRS 102) and Companies Act 2006.

**b) Depreciation**

The written down value of tangible fixed assets brought forward have been written off in their entirety as it is considered these have zero value. Tangible fixed assets acquired in the year are written off in the year of acquisition. This is a change in accounting policy from writing off assets over their estimated useful lives on a straight-line basis over five or ten year period

**c) Income**

Income is credited to the income and expenditure account on an accruals basis with the exception of membership subscriptions which are shown on a received basis.

**d) Donations and Grants**

All donations received during the year have been taken to the credit of the income account. The Association received a grant from Basildon Borough Council to help with loss of income because of Covid-19 restrictions.

**2 Donations**

	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>
Donations -including personal, book and plant sales	314	40
	314	40

**3 Incoming resources from generated funds - Class income**

	<b>2022</b>	<b>2021</b>
Class Fees	19,828	2,649
	19,828	2,649

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2022**

**4 Total Resources Expended**

	Notes	2022 £	2021 £
Costs of events income:			
Events fees & expenses		1,531	489
Costs of classes:			
Tutors' salaries, PAYE and Prof Fees for Payroll	6	13,952	10,838
Materials		654	0
Fees for models		3,232	470
Kiln service		264	0
		<u>18,102</u>	<u>11,308</u>
Costs of general overheads			
Bank Charges		89	0
Office Stationery		33	-4
Publicity		0	79
Licences & Royalties		0	193
Cleaning/Household		8,358	6,505
Waste Removal Biffa		2,900	2,325
Water & Sewerage Rates		100	373
Insurance		1,856	1,834
Gas		4,619	2,891
Electricity		3,602	1,177
Repairs & maintenance		2,566	19,237
Postage		126	100
Office Telephone inc installation of broadband		1,161	725
Other expenses		326	317
Accountancy		390	1,070
Depreciation of fixed assets	9	21,135	9,276
Council rates		320	0
Expenditure on Covid protection		0	494
Capital additions (sign and dishwasher)		1394	0
		<u>48,975</u>	<u>46,592</u>
<b>Total Resources Expended</b>		<u><b>68,608</b></u>	<u><b>58,389</b></u>

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2022**

**6 Tutors' Salaries & Fees**

Staff costs comprised:	<b>2022</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Salaries and PAYE	13,556	10,838
Professional services for Payroll	396	
Total	<u>13,952</u>	<u>10,838</u>

**7 Related Party Transactions**

No related party transactions were identified during the year.

**8 Taxation**

As a charity Billericay Arts Association is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 2002 to the extent that these are applied to charitable objects. No tax charges have arisen in the Charity.

**9 Premises**

The premises are to be leased rent free from Basildon District Council under an agreement for a period of 99 years (from 1994). The lease agreement has yet to be formally signed but the Council has given us assurances that if, for some unforeseen reason, the agreement was not signed and we were required to vacate the property, it would return to us our contribution to the costs of refurbishing the property.

The terms of the lease, although unsigned, have been adhered to by both parties for the past 29 years. In the event of BAA leaving the premises for whatever reason, we would be required to hand over the premises in no worse state of repair than when we took possession. Since the building has received many improvements and regular maintenance during our tenancy, the Trustees see no difficulty in meeting this requirement. Under the agreement BAA is not responsible for structural issues.

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2022**

**10 Fixed Assets**

	Property £	Class Equipment £	Equipment £	Furniture & Fittings £	TOTAL £
Cost @ 01.04.21	153,679	8,535	4,321	43,119	209,654
Additions	0	0	279	0	279
Cost @ 31.03.22	<u>153,679</u>	<u>8,535</u>	<u>4,600</u>	<u>43,119</u>	<u>209,933</u>
Depreciation @01.04.21	135,994	7,799	4,321	40,684	188,798
Charge for Year	17,685	736	279	2,435	21,135
Depreciation @31.03.22	<u>153,679</u>	<u>8,535</u>	<u>4,600</u>	<u>43,119</u>	<u>209,933</u>
NBV @ 31.03.22	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NBV @ 31.03.21	<u>17,685</u>	<u>736</u>	<u>0</u>	<u>2435</u>	<u>20,856</u>

**11 Debtors**

	<b>2022</b> £	<b>2021</b> £
Trade debtors		
Prepayments & accrued income	2,611	3,027
	<u>2,611</u>	<u>3,027</u>

**12 Creditors due within 1 year**

<u>6,829</u>	<u>1,012</u>
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**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2022**

**13 Reserves Policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day-to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation.

Our revised cash reserve remains at £60,000 until any future reviews.

**14 Movements in Funds**

	<b>At 1 April 2021 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>At 31 March 2022 £</b>
<b>Unrestricted funds:</b>				
General funds	129,711	37,771	-68,608	98,874
<b>Total funds</b>	<hr/> 129,711	<hr/> 37,771	<hr/> -68,608	<hr/> 98,874 <hr/> <hr/>

**BILLERICAY ARTS ASSOCIATION**

England & Wales - Charity number 1003508

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# Accounts

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# **Billericay Arts Association**

(A company limited by guarantee)

## **Report & Financial Statements for the Year Ended 31 March 2021**

**Billericay Arts Association**

**The Fold, 72 Laindon Road, Billericay, Essex CM12 9LD**

Billericay Arts Association is a Registered Charity No 1003508 and a Company Limited by Guarantee registered in England with No 02539543

# **Billericay Arts Association**

(A company limited by guarantee)

## **Financial Statements**

**For the Year Ended 31 March 2021**

<b>Contents</b>	<b>Page</b>
Report of the Management Committee	1 - 7
Independent Examiners' Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes forming part of the Financial Statements	11 - 15

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2021**

The Management Committee presents its report and financial statements reviewed by Independent Accountants for the year ended 31 March 2021.

#### **Reference & Administrative Information**

Charity Name:	Billericay Arts Association
Charity registration number:	1003508
Company registration number:	02539543
Registered Office and Operational address	The Fold 72 Laindon Road Billericay Essex CM12 9LD

#### **Management Committee**

Mrs M White	Chairman
Mr P Jakes	Vice Chairman
Mr A Tofts	Treasurer
Mrs B Collins	Classes Secretary
Mrs M Ellis	Company Secretary
Mrs F Adams	
Mr L Berger	
Mrs J Cook	
Mr N Davey	
Mr P Gladwin	
Mrs J Nash	
Mrs P Peddar	
Mrs M Schultz	

#### **Accountants**

Michael Letch & Partners LLP, Accountants & Registered Auditors, 146 High Street, Billericay, Essex CM12 9DF

#### **Bankers**

HSBC, 109 High Street, Billericay, Essex CM12 9AN.

Santander UK plc, BBAM, Bridle Road, Bootle, L30 4GB

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2021**

#### **Structure and Governance**

##### Governing Document

Founded in 1979, the organisation was incorporated as a charitable company limited by guarantee on 14 September 1990 and registered as a charity on 26 July 1991. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. All Officers of the Company must be elected annually.

##### Organisational Structure

Billericay Arts Association has a Management Committee which meets monthly and is responsible for the strategic direction and policy of the charity. The Committee is made up of between 10 and 20 members, which we reduced from between 15 and 25 members at the AGM of 2012. At the year end the Committee had twelve members from a variety of professional backgrounds relevant to the work of the charity.

#### **Objectives and Activities**

The formal objectives of the Association are to foster and promote the maintenance, improvement and development of artistic taste and the knowledge, understanding and appreciation of the arts among the people of Billericay and neighbourhood. To achieve these objectives, had it been a normal year under review, the Association would have presented or assisted in the presentation of, public concerts, dramatic performances, recitals, art exhibitions, lectures and other arts events, as well as providing a wide range of arts classes.

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended 31 March 2021**

#### **Chairman's Report**

Our previous Financial Year was interrupted by the announcement of the national Lockdown necessary because of the Covid-19 Pandemic. Whilst we had all heard rumours about what might happen I don't think we had any idea how much our lives would be changed. Every class had at least one week cancelled, the Pete Neighbour Jazz evening had to be cancelled and all activities at The Fold ceased. Someone had to check on the security of the premises and collect bills that continued to arrive so that fell to me and I drove along eerily deserted roads to inspect a gloomily empty Fold. The heating had to be kept on low until the weather warmed up but nothing untoward was found. The cleaners returned on reduced hours and The Fold was thoroughly cleaned.

Our Treasurer, Alan Tofts, suffered a stroke and has been unable to carry out his role for the rest of the year. We are very pleased that his condition continues to improve.

The new windows for the Performance Area, store room, Reception and Office, ordered in November 2019 to be fitted at Easter were finally installed in June. Had we known about our reduced financial circumstances we wouldn't have considered replacement windows but they have certainly proved their worth as the need to open windows became so important particularly in the PA where the old wooden windows had become almost impossible to open or close safely.

We normally show our appreciation of the work done by our volunteers by having a Summer Afternoon Tea Party but although an actual party wasn't possible our caterers were asked to provide "Tea in a Bag" and these were delivered to the volunteers by some members of GCOM whilst observing social distancing. The contents were received with delight and many recipients took the trouble to write a thank you.

The Drama School asked if the premises could be used as a base for Zoom drama lessons to be filmed and these started as soon as was allowed and for many months Frances' School of Drama provided the only income from Room Hire. As restrictions gradually lifted we were able to start to make plans for reopening. All tutors were asked if they felt ready to resume teaching but unsurprisingly over a half said they weren't.

By September The Fold looked very different as all extra furniture had been removed, the books went into store, a one way system was put in place and an electrical door closer was fitted to the door between the corridors so it could be held open, avoiding the need to touch it, but will close automatically if the fire alarm sounds. Signs went up everywhere and so the new normal began.

Ten classes were allowed to run but with restricted numbers and well-spaced tables and some classes were split into two rooms for greater spacing. It was agreed we wouldn't increase the fees to encourage students to return but those who said they weren't ready were told their places would be safeguarded. If any room was used more than once a day there had to be additional cleaning between classes and in all the communal areas. This increased the cleaning costs but was unavoidable. Unfortunately a second Lockdown cut that term short, followed by another at the beginning of 2021 so there were no further classes until April.

In August we heard that our dear friend Eddie Philpott had died. He joined the association as a Receptionist on Thursday evenings after work and had been on the committee since 1980, later becoming Vice Chairman, Company Secretary and Office Manager. He was such an active member, encouraging his family to participate in many Fold activities such as "Park Your Sheep" and organised performances by Neville Dickie as well as keeping us all on track financially. Eddie was very involved in the various attempts to find a new home for BAA which culminated in our move from the old premises in the, now Waitrose, car park to the current premises He hadn't been well for many

years but he always replied “Fine” to any enquiries about his health so we miss that response, his input, his advice and his friendship.

The most difficult thing about the ever changing situation was trying to find out which regulations applied to The Fold as it did not fall into any of the named categories. It is educational – but not a school. It is a community building – but far from a typical community centre where people go primarily to socialise. It hosts performances but isn't a theatre. We probably erred on the side of caution but survived both financially, thanks to many years of care with our finances and physically, thanks to our volunteers, many of whom hadn't ventured out for months, and who were prepared to return so that other people could try to resume pre pandemic activities. I would especially like to thank all the volunteers who went out of their way to helped me run The Fold during this strange year. The delight shown by people who have started to resume their activities at The Fold makes all the extra work worthwhile.

Margaret White

## **Billericay Arts Association**

### **Report of the Management Committee for the year ended March 2021**

#### **Financial Review**

Like so many businesses and organisations the Covid-19 Pandemic which began in March 2020 had a huge effect on The Fold's income and expenditure. All expenditure decreases were entirely due to the premises being completely closed during the Lockdowns, however, the costs of cleaning did not decrease by the same proportions as when we were able to run a limited number of classes we had to have additional cleaning because of Covid-19.

The income and expenditure account showed an unrestricted fund loss of £23,524 compared with last year's surplus of £2,022.

#### **Reserves policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation, of which Covid was a prime example.

This year we paid the balance of £10,352 for new windows for the Performance Area, Store Room, Reception and Office, the order having been placed in November 2019 and a deposit of £2,588 paid at the time. Although the revised cash reserve stands at £60,000, our cash balance reduced during the year by £23,651 from £130,492 to £106,841 as we had made a loss during the year. The reserve will be reviewed each year as part of the budgeting process.

#### **Expenditure in the year**

The total costs of repairs and maintenance during the year of £19,237 include new windows in The Fold totalling £12,940.

Of the utilities charges during the year, gas showed a decrease of £2,422 and electricity showed a decrease of £2559. Water usage went down by £497.

Our annual electrical testing charges, which are included in Maintenance, were high as they included the fixed installations testing and the installation of an electrical door closer in the corridor. A reduced amount of exterior decorating is also included under Maintenance. With little income we still had to spend money on a Perspex screen for the Reception counter to keep the Receptionists safe plus endless sanitiser and wipes. It also became obvious that The Fold would have to have Wi-Fi installed as this would be likely to be needed for our classes and other activities.

Our total overall costs decreased by £16,131 from £74,520 to £58,389.

#### **Principal funding sources**

Room hire fees generated income of only £3,975 a huge decrease on last year, and class fees generated income of only £2,649, again due to closures during Lockdowns. It was agreed by GCOM that when we were allowed to run classes the numbers attending should be reduced to allow social distancing in all rooms but without increasing the fees accordingly in order to tempt students to return. Some classes had to be split into two sessions which meant doubling some tutors' salaries.

There were no events during the Financial Year although there were some requests for ticket refunds for the cancelled performance in the previous year and in March 2020 we paid Peter Rudeforth 50% of his fee early when his performance in May had to be cancelled because of Covid-19

Our total overall operating income decreased by £51,714 from £76,842 to £25,128 and this is despite the Government grant, Furlough payments and a Council Tax window.

#### Plans for Future Periods

It will take some considerable time to build up the funds so plans are being made to increase class fees, room hire charges and prices for refreshments from September 2021.

The Charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

## Billericay Arts Association

### Report of the Management Committee for the year ended 31 March 2021

#### Responsibilities of the Management Committee

The Companies Act 2006 requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and;

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining 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 statements comply with the Companies Act 2006, Charities Act 2011, Memorandum and Articles of Association, and Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The Management Committee is 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.

#### Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and 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 1.

#### Independent Examiners

Michael Letch and Partners were re-appointed as the charitable company's independent examiners during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and in accordance with the provisions in the Companies Act 2006.

Approved by the Management Committee on 6 December 2021 and signed on its behalf by:

 **M White (Chairman)**

 **P Jakes (Vice Chairman)**

## Independent Examiner's Report to the Trustees of Billericay Arts Association

I report on the accounts of the Association for the year ended 31<sup>st</sup> March 2021, which are set out on pages 9 to 15.

### 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 required.

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 statement

My examination was carried out in accordance with 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 expressed 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

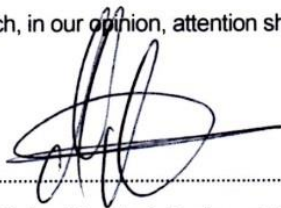
In the course of my examination, no matter has come to our attention;

(1) which gives us 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 2011 Act, Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date 21/12/2021

Michael Letch & Partners LLP  
Accountants and Registered Auditors  
146 High Street  
Billericay  
Essex,  
CM12 9DF

**Billericay Arts Association**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**for the year ended 31st March 2021**

	Notes	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming resources</b>			
<b>Incoming resources from generated funds:</b>			
Voluntary income:			
Donations and grants	2	40	2,281
Activities for generating funds:			
Membership subscriptions		20	3,808
Income from hirings		3,975	23,955
Profit on refreshments		0	3,252
Commissions received		0	0
Events income		0	7,465
Class fee income	3	2,649	35,201
Pottery Sales		187	635
Other income:			
Bank interest received		106	245
Government grant received via BBC		10,000	0
Furlough payments		8641	0
<b>Total Incoming resources</b>		<b>23,524</b>	<b>76,842</b>
<b>Resources expended</b>			
<b>Costs of generating funds:</b>			
Costs of events	4	489	7,205
Costs of classes	4	11,308	25,187
Costs of general overheads	4	46,592	42,128
<b>Total Resources expended</b>		<b>58,389</b>	<b>74,520</b>
<b>Net movement in funds</b>		-32,771	2,322
<b>Reconciliation of funds</b>			
Total funds brought forward		162,482	160,160
Total funds carried forward		<b>129,711</b>	<b>162,482</b>

## Billericay Arts Association

### Balance Sheet as at 31 March 2021

	Notes	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible fixed assets	10	20,855	29,494
<b>Current Assets</b>			
Debtors		3,027	6,342
Cash at Bank and in hand	11	106,841	130,492
		109,868	136,834
<b>Current Liabilities</b>			
Creditors falling due within one year	12	-1,012	-3,846
<b>Net current assets</b>			
		108,856	132,988
<b>Net Assets</b>			
		129,711	162,482
<b>Unrestricted funds</b>			
	14	129,711	162,482
<b>Total Funds</b>			
		129,711	162,482

Approved by the Trustees of the Association on 6 December 2021

The Trustees have taken advantage of the Companies Act 2006 by not having these accounts audited under Section 477 (total exemption).

The Trustees have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.

The Trustees have acknowledged their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.



Margaret White, Chairman



Peter Jakes, Vice Chairman

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2021**

**1 Accounting Policies**

**a) Basis of Preparation**

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of certain fixed assets, and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), Charities SORP (FRS 102) and Companies Act 2006.

**b) Depreciation**

Tangible fixed assets are written off over their estimated useful lives on a straight line basis. Our practice is to depreciate equipment at 20 per cent per annum over 5 years whilst the Association's contribution to the initial improvement and subsequent major improvements to the property are depreciated over 10 years at 10 per cent per annum.

**c) Income**

Income is credited to the income and expenditure account on an accruals basis with the exception of membership subscriptions which are shown on a received basis.

**d) Donations and Grants**

All donations received during the year have been taken to the credit of the income account. The Association received a grant from Basildon Borough Council to help with loss of income because of Covid-19 restrictions.

**2 Donations**

	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
Donations -including personal, book and plant sales	40	2,281
	40	2,281

**3 Incoming resources from generated funds - Class income**

	<b>2021</b>	<b>2020</b>
Class Fees	2,649	35,201
Sale of Pottery	187	635
	2,836	35,836

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2021**

**4 Total Resources Expended**

	Notes	2021 £	2020 £
Costs of events income:			
Events fees & expenses		489	7,205
Costs of classes:			
Tutors salaries and fees	6	10,838	21,860
Materials		0	1,015
Expenses and fees for models		470	2,312
		11,308	25,187
Costs of general overheads			
General Administration		0	290
Photocopier charges		-4	166
Publicity		79	608
Licences & Royalties		193	298
Cleaning/Household		6,505	8,067
Waste Removal Biffa		2,325	2,787
Water & Sewerage Rates		373	870
Insurance		1,834	1,853
Gas		2,891	5,313
Electricity		1,177	3,736
Repairs & maintenance		19,237	4,247
Postage		100	84
Office Telephone		725	977
Other expenses		317	1,300
Accountancy		1,070	810
Depreciation of fixed assets	3	9,276	9,899
Council rates		0	823
Expenditure on Covid protection		494	0
		46,592	42,128
<b>Total Resources Expended</b>		<b>58,389</b>	<b>74,520</b>

**5 Net Incoming Resources for the year**

		2021 £	2020 £
This is stated after charging:			
Depreciation		9,276	9,899
		9,276	9,899

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2021**

**6 Tutors Salaries & Fees**

Staff costs comprised:	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Salaries and fees	10,838	21,850
National Insurance contributions	-	10
<b>Total</b>	<u>10,838</u>	<u>21,860</u>

**7 Related Party Transactions**

No related party transactions were identified during the year.

**8 Taxation**

As a charity Billericay Arts Association is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or S256 of the Taxation of Chargeable Gains Act 2002 to the extent that these are applied to charitable objects. No tax charges have arisen in the Charity.

**9 Premises**

The premises are to be leased rent free from Basildon District Council under an agreement for a period of 99 years (from 1994). The lease agreement has yet to be formally signed but the Council has given us assurances that if, for some unforeseen reason, the agreement was not signed and we were required to vacate the property, it would return to us our contribution to the costs of refurbishing the property.

**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2021**

**10 Fixed Assets**

	Property £	Class Equipment £	Office Equipment £	Furniture & Fittings £	TOTAL £
Cost @ 01.04.20	153,679	8,535	4,321	42,482	209,017
Additions	0	0	0	637	637
Cost @ 31.03.21	<u>153,679</u>	<u>8,535</u>	<u>4,321</u>	<u>43,119</u>	<u>209,654</u>
Depreciation @01.04.20	129,763	7,277	4,321	38,162	179,523
Charge for Year	6,232	522	0	2,522	9,276
Depreciation @31.03.21	<u>135,995</u>	<u>7,799</u>	<u>4,321</u>	<u>40,684</u>	<u>188,799</u>
NBV @ 31.03.21	<u>17,684</u>	<u>736</u>	<u>0</u>	<u>2,435</u>	<u>20,855</u>
NBV @ 31.03.20	<u>23,916</u>	<u>1,258</u>	<u>0</u>	<u>4,320</u>	<u>29,494</u>

**11 Debtors**

	<b>2021</b> £	<b>2020</b> £
Trade debtors		1,003
Prepayments & accrued income	3,027	5,339
	<u>3,027</u>	<u>6,342</u>

**12 Creditors due within 1 year**

<u>1,012</u>	<u>3,846</u>
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**Billericay Arts Association**  
**Notes forming part of the Financial Statements**  
**for the year ended 31st March 2021**

**13 Reserves Policy**

Since all the activities of the Association revolve around the building that the Association occupies, its policy is to maintain sufficient cash reserves, over and above those needed to meet its day-to day running expenses, to deal with major repairs and replacement of property and equipment and to allow for a potential calamity situation.

Our revised cash reserve remains at £60,000 until any future reviews.

**14 Movements in Funds**

	<b>At 1 April 2020 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>At 31 March 2021 £</b>
<b>Unrestricted funds:</b>				
General funds	162,482	25,618	-53,389	129,711
<b>Total funds</b>	<b>162,482</b>	<b>25,618</b>	<b>-58,389</b>	<b>129,711</b>