

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

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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 31st 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

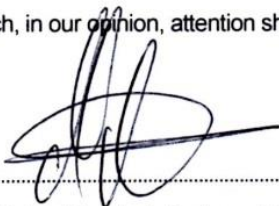
In the course of my examination, no matter has come to our attention;

(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.



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

Date 21/12/2021

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 £
Incoming resources			
Incoming resources from generated funds:			
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
Total Incoming resources		23,524	76,842
Resources expended			
Costs of generating funds:			
Costs of events	4	489	7,205
Costs of classes	4	11,308	25,187
Costs of general overheads	4	46,592	42,128
Total Resources expended		58,389	74,520
Net movement in funds		-32,771	2,322
Reconciliation of funds			
Total funds brought forward		162,482	160,160
Total funds carried forward		129,711	162,482

Billericay Arts Association

Balance Sheet as at 31 March 2021

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

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 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

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

3 Incoming resources from generated funds - Class income

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

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
Total Resources Expended		58,389	74,520

5 Net Incoming Resources for the year

This is stated after charging:	2021 £	2020 £
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:	2021	2020
	£	£
Salaries and fees	10,838	21,850
National Insurance contributions	-	10
Total	<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

	2021 £	2020 £
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

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