

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

Contents	Page
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 31st 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

		Total Funds 2022 £	Total Funds 2021 £
	Notes		
Incoming resources			
Incoming resources from generated funds:			
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
Total Incoming resources		37,771	25,618
Resources expended			
Costs of generating funds:			
Costs of events	4	1531	489
Costs of classes	4	18,102	11,308
Costs of general overheads	4	48,975	46,592
Total Resources expended		68,608	58,389
Net movement in funds		-30,837	-32,771
Reconciliation of funds			
Total funds brought forward		129,711	162,482
Total funds carried forward		98,874	129,711

Billericay Arts Association**Balance Sheet as at 31 March 2022**

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

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

3 Incoming resources from generated funds - Class income

	2022	2021
Class Fees	19,828	2,649
	<hr/> 19,828	<hr/> 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
		18,102	11,308
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
		48,975	46,592
Total Resources Expended		68,608	58,389

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

6 Tutors' Salaries & Fees

Staff costs comprised:	2022	2020
	£	£
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	153,679	8,535	4,600	43,119	209,933
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	153,679	8,535	4,600	43,119	209,933
NBV @ 31.03.22	0	0	0	0	0
NBV @ 31.03.21	17,685	736	0	2435	20,856

11 Debtors

	2022 £	2021 £
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

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