

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

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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 31st 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.



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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

		Total Funds 2023 £	Total Funds 2022 £
	Notes		
Incoming resources			
Incoming resources from generated funds:			
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
Total Incoming resources		57,127	37,771
Resources expended			
Costs of generating funds:			
Costs of events	4	0	1531
Costs of classes	4	17,590	18,102
Costs of general overheads	4	34,226	48,975
Total Resources expended		51,816	68,608
Net movement in funds		5,311	-30,837
Reconciliation of funds			
Total funds brought forward		98,874	129,711
Total funds carried forward		104,185	98,874

Billericay Arts Association**Balance Sheet as at 31 March 2023**

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

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).

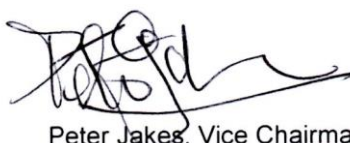
The Trustees have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.

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

	Total Funds 2023	Total Funds 2022
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

	2023	2022
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>
Total Resources Expended		<u>51,816</u>	<u>68,608</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:	2023	2022
	£	£
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 £
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All fixed assets were written off
in 2022

NBV @ 31.03.23	0	0	0	0	0
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11 Debtors

	2023 £	2022 £
Trade debtors, Prepayments & accrued income	3,440	2,611
	<u>3,440</u>	<u>2,611</u>

12 Creditors due within 1 year

11,895	6,829
<u>11,895</u>	<u>6,829</u>

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

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