

Billericay Arts Association

(A company limited by guarantee)

Report & Financial Statements for the Year Ended 31 March 2025

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 2025

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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 31st 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

		Total Funds 2025 £	Total Funds 2024 £
	Notes		
Incoming resources			
Incoming resources from generated funds:			
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
Total Incoming resources		67,443	70,810
Resources expended			
Costs of generating funds:			
Costs of events	4	0	0
Costs of classes	4	16,906	18,380
Costs of general overheads	4	32,520	34,923
Total Resources expended		49,426	53,303
Net movement in funds		18,017	17,507
Reconciliation of funds			
Total funds brought forward		121,692	104,185
Total funds carried forward		139,709	121,692

Billericay Arts Association

Balance Sheet as at 31 March 2024

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

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).

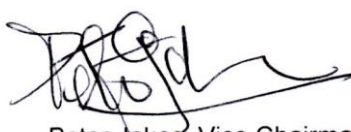
The Trustees have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.

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 James, 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

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

3 Incoming resources from generated funds - Class income

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

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
		16,906	18,380
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
		32,520	34,923
Total Resources Expended		49,426	53,303

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

6 Tutors' Salaries & Fees

Staff costs comprised:	2025	2024
	£	£
Gross Salaries	12,808	13,477
Professional services for Payroll	528	480
Total	<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
	<u>4,789</u>	<u>3,858</u>

12 Creditors due within 1 year

7,607	6,957
<u>7,607</u>	<u>6,957</u>

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

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