

THE COURTYARD ARTS AND COMMUNITY CENTRE

England & Wales · Charity number 1044469

Details

Other names	COURTYARD ARTS
Status	Registered
Legal form	Charitable company
Company number	03044085
Registered	1995-08-21
Register	View on the Charity Commission register

Contact

Address	Courtyard Arts Centre Port Vale Hertford SG14 3AA
Phone	01992509596
Email	admin@courtyardarts.org.uk
Website	courtyardarts.org.uk

Activities

Objects: (A) THE PROVISION IN THE INTERESTS OF SOCIAL WELFARE OF FACILITIES FOR THE STUDY AND APPRECIATION OF THE ARTS FOR SUCH INHABITANTS OF HERTFORD AND SURROUNDING AREAS AS MAY HAVE NEED OF THE SAME BY REASON OF THEIR AGE YOUTH DISABILITY SOCIAL OR ECONOMIC CIRCUMSTANCES IN ORDER TO IMPROVE THEIR CONDITIONS OF LIFE BY PROMOTING THEIR PHYSICAL MENTAL AND SPIRITUAL WELL-BEING. (B) THE ADVANCEMENT OF THE EDUCATION OF THE GENERAL PUBLIC IN THE ARTS

Activities: The principal activity of the charitable company as stated in the Memorandum and Articles of Association is the provision, in the interests of social welfare, of the facilities for the study and appreciation of the arts for the inhabitants of Hertford and the surrounding area.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin

Geography

- **Area of benefit:** HERTFORD AND SURROUNDING AREAS
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£149,010	£151,013	-	-
2024-03-31	£150,556	£154,679	-	-
2023-03-31	£131,076	£125,523	-	-
2022-03-31	£159,099	£120,279	-	-
2021-03-31	£103,333	£106,030	-	-

Trustees

Name	Role	Appointed
Anna Fuller		2022-11-10
Barbara Jane Hopkin		2021-10-14
Denise Mary Carolan		2022-11-10
Michael Alan Robinson		
Paul Morris		2024-11-12
Sarah Jane Pickup		2019-10-24
Teresa Morton		2025-11-19
William John Cox		2022-11-10

THE COURTYARD ARTS AND COMMUNITY CENTRE

England & Wales - Charity number 1044469

Accounts

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025
FOR
THE COURTYARD ARTS AND COMMUNITY CENTRE

Company Number : 03044085

Registered Charity Number :1044469

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEX TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2025

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THE COURTYARD ARTS AND COMMUNITY CENTRE

COMPANY INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2025

TRUSTEES/DIRECTORS : Mr M. A. Robinson
Mrs S.J. Pickup
Mrs B.J. Hopkin
Mr B Cox
Ms A Fuller
Mrs D.M. Carolan
Mr P Morris

SECRETARY: Mr M. A. Robinson

REGISTERED OFFICE: The Stables
Port Vale
Hertford
Hertfordshire
SG14 3AA

REGISTERED NUMBER: 03044085 (England and Wales)

CHARITY NUMBER: 1044469

CHARITY WEBSITE: www.courtyardarts.org.uk

INDEPENDENT EXAMINER: S Hudson ACA
Hentons
Stag House
Old London Road
Hertford, Herts
SG13 7LA

BANKERS: HSBC Bank plc
Howardsgate
Welwyn Garden City
Herts.
AL6 6BH

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

(For the purposes of part 8 of the Charities Act 2011 and Directors' Report for the purposes of section 417 of the Companies Act 2006)

FOR THE YEAR ENDED 31st MARCH 2025

The Trustees present their annual report and financial statements for the year ended 31st March 2025. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102) issued in October 2019.

PRINCIPAL ACTIVITY

The principal activity of the charitable company as stated in the Memorandum and Articles of Association is the provision, in the interests of social welfare, of the facilities for the study, appreciation of the arts for the inhabitants of Hertford and the surrounding area and the advancement of the education of the general public in the arts.

The Trustees, who are also directors of the company, and acted throughout the period, except where indicated, are:

Mr M. A. Robinson
Mrs S.J. Pickup
Mr J.A. Clark (Resigned 13 August 2025)
Mrs B.J. Hopkin
Mr B Cox
Ms A Fuller
Mrs D.M. Carolan
Mr P Morris (Appointed 12 November 2024)

CONSTITUTION

The Courtyard Arts and Community Centre, company number 3044085, is a company limited by the guarantees of its members to a maximum of £10 each.

COMPANY INFORMATION

The company is a registered charity, number 1044469, and as such is a non-profit making organisation with solely charitable objectives. The company gained charitable status on 21st August 1995.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2025
(CONTINUED)

FINANCIAL ACTIVITIES

During the year the charity's total income increased to £149,010 (2024: £150,556). The level of expenditure in the year increased to £151,013 (2024: £154,679). Overall, the charity recorded a net deficit of £2,003 (2024: deficit £4,123). These deficits were after charging depreciation. Excluding depreciation, there was a surplus in 2024/25 of £1,345 (2024: £4,909).

The principal sources of funding for the charity are income from studio rents, rent and sales from exhibitions, charges for classes and grants received towards specific educational projects.

ACHIEVEMENTS AND PERFORMANCE

Courtyard Arts enables local people to study, appreciate and practice art. We know that this improves their physical, mental, and spiritual wellbeing and leads to more enriched lives. We see ourselves as being at the centre of the local arts community and our raison d'être is to bring art to anyone who benefits from it.

The Centre has 8 regular stewards, and an additional 13 ad hoc stewards, ensuring the Centre can open between 10am and 4pm Tuesday to Saturday. We are grateful to all our volunteers who have continued to offer invaluable help. Without them, we would not be able to operate. We support local artists and makers by selling their work in our shop.

We have 19 members of teaching staff, including Claire Franks and Maddy Durbin, who delivered children's workshops in the holiday periods and Melinda Scarborough, who has taught Jewellery making workshops throughout the year. All tutors are all highly experienced in their own fields across many disciplines and the majority hold formal teaching qualifications. Our teaching standards are high and compare very favourably with other providers in the area. All staff and tutors have the opportunity for an appraisal, attend tutor meetings and are DBS checked.

Classes have continued to be highly popular with both adults and children. Most are full, with some classes having people on a waiting list who were able to fill any available spaces straight away. Particularly popular areas are fused glass, ceramics, acrylic and watercolour painting.

We continue to run a full home education class, which is a valuable resource to those parents who are home educating in our community.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2025
(CONTINUED)

ACHIEVEMENTS AND PERFORMANCE - continued

We have replaced the lighting in the Ceramic Studio, making a much brighter space to work in. A custom-made extractor hood has been added to the Ceramic Studio to improve the extraction of fumes from the kiln when it is on. This has dramatically improved the air quality in the studio. Splashbacks have been added behind the pottery wheels and a socket has been moved to accommodate this. A timer was added to the irrigation system in the garden. The WIFI system has been upgraded.

RESERVES

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which enables the charity to meet its management and administration costs as they fall due. The Trustees have assessed the level of net current assets required in the form of unrestricted funds to be £10,000. They have therefore set up a Development Fund to hold the balance of the net current assets, amounting £29,328 at 31 March 2025 (2024: £28,467). The charity also holds a legacy of £10,000 received during 2022 which is included in designated funds as a Legacy Fund.

RISK MANAGEMENT

The trustees are aware of the requirements under SORP 2005 to identify and mitigate major risks faced by the organisation and are adopting appropriate policies to reduce exposure to those risks.

ASSETS AND OBLIGATIONS

The net assets of the company are available and adequate to fulfil its obligations.

INVESTMENT POWERS

Under the memorandum and articles of association, the charity has the power to make any investments, which the trustees see fit.

THE COURTYARD ARTS AND COMMUNITY CENTRE
REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2025
(CONTINUED)

ORGANISATION

The board of trustees, which can have up to 8 members, administers the charity. The board meet monthly and individual trustees are responsible for specific areas i.e. Finance, Development, Marketing and Education. The management/administration team includes the Centre Director and Assistant Director, plus 15 tutors and 45 Volunteers who assist in the day to day operation of the Centre.

APPOINTMENT OF TRUSTEES

The board has established procedures for recruiting and appointing board members, including the initial identification of potential candidates, informal visits or discussions, consideration by the board and finally election by a majority of votes.

TRUSTEE INDUCTION AND TRAINING

New trustees undergo induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association and the committee and decision making process.

PUBLIC BENEFIT

In planning the charity's activities for the year the trustees have been mindful of the Charity Commission's guidance on public benefit. In particular, the charity welcomes all people to participate in its activities regardless of personal background, faith, gender or personal circumstances. This includes Outreach in schools, care homes and other settings as well as classes at the centre for specific groups.

POLICIES

All necessary policies (including those required by law) are in place and reviewed at least annually.

PLANS FOR FUTURE PERIODS

The charity continues to invest in improvements to its facilities and the trustees are considering a number of further development opportunities, including a major expansion of the existing premises. To date, £32,515 has been expended on professional fees and other charges relating to this possible expansion. Planning permission has been obtained, detailed specifications have been prepared and tenders have been received, £26,595 was spent on a new boiler, kitchen and other improvements which form part of the planned development.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2025
(CONTINUED)

TRUSTEES RESPONSIBILITIES

The trustees (who are also directors of The Courtyard Arts & Community Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mr M. A. Robinson – SECRETARY

23/12/25

Date

THE COURTYARD ARTS AND COMMUNITY CENTRE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of The Courtyard Arts and Community Centre ('the charitable company') for the year ended 31st March 2025 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE

(CONTINUED)

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



S Hudson ACA
Hentons
Chartered Accountants
Stag House
Old London Road
Hertford, Herts
SG13 7LA

Date: 23 December 2025

THE COURTYARD ARTS AND COMMUNITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating the Income and Expenditure account)

FOR THE YEAR ENDED 31st MARCH 2025

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
INCOME	Notes	£	£	£	£	£
<i>Income from charitable activities:</i>						
Operation of Arts and Community centre:						
Studio Income		123,767	-	-	123,767	120,239
Gallery Income		15,224	-	-	15,224	20,344
Fundraising (net)		8,030	-	-	8,030	7,737
Grants and donations:	2	934	-	-	934	1,548
<i>Investment income:</i>						
Bank interest received:		1,055	-	-	1,055	688
Total income		149,010	-	-	149,010	150,556
EXPENDITURE						
<i>Expenditure on charitable activities:</i>						
Operation of Arts and Community Centre:		151,013	-	-	151,013	154,679
Total expenditure	3	151,013	-	-	151,013	154,679
Net income for the year		(2,003)	-	-	(2,003)	(4,123)
Gross transfers between funds		(861)	861	-	-	-
Net movement in funds		(2,864)	861	-	(2,003)	(4,123)
Reconciliation of funds:						
Balances brought forward 1 April 2024		57,282	38,467	-	95,749	99,872
Balances carried forward as at 31 March 2025		54,418	39,328	-	93,746	95,749

None of the company's activities were acquired or discontinued during the current or previous year.

There are no recognised gains or losses other than the profit or loss that has been presented and dealt with in the statement of financial activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

(Company number 3044085, Registered charity number 1044469)

BALANCE SHEET

AS AT 31st MARCH 2025

	Notes	2025		2024	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		45,068		47,282
CURRENT ASSETS					
Debtors	8	10,148		10,825	
Cash at bank and in hand		<u>69,709</u>		<u>72,641</u>	
		79,857		83,466	
CREDITORS Amounts falling due within one year					
	9	<u>31,179</u>		<u>34,999</u>	
NET CURRENT ASSETS			48,678		48,467
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>93,746</u>		<u>95,749</u>
RESERVES					
Unrestricted funds			54,418		57,282
Designated Fund	13		39,328		38,467
Restricted funds	14		-		-
TOTAL CHARITY FUNDS			<u>93,746</u>		<u>95,749</u>

- (a) For the year ended 31 March 2025, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- (b) Members have not required the company to obtain an audit in accordance with section 476.
- (c) The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

ON BEHALF OF THE BOARD


.....
Ms S Pickup - Trustee


.....
Mr M Robinson - Trustee

Date: 23/12/25

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2025

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The financial statements are prepared under the historical cost convention and are in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity constitutes a public charity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

No significant judgements have had to be made by management in preparing these financial statements.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk to changes in value.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

1. ACCOUNTING POLICIES- continued

Expenditure and Irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the loan can be measured reliably. Expenditure on charitable activities include expenditure associated with art exhibitions and educational programs and their associated support costs.

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost. Any asset acquired for a value of less than £250 will be written off as expenditure in the period in which the expenditure was incurred.

Depreciation is provided, but not in the year of addition, at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures, fittings & equipment	-10% or 25% on cost
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Premises improvements	5% on cost.
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Where improvements have been financed wholly or partly by grants received the net book value of these improvements should be reduced by the amount of the grant receivable. Leasehold improvements are shown in the Balance sheet net of Building grants received. The landlord (EHDC) have agreed in principle to a new 40 year lease which will be finalised once the proposed new development is underway. Existing leasehold improvements are now being written off over 20 years in line with their expected useful economic life.

Limited by guarantee

The company is limited without share capital. In the event of the company being wound up, each member is liable to contribute to the payment of debts and liabilities of the company as may be required, not exceeding £10.

Operating leases

The charity classifies the lease of its property as an operating lease and the title to the property remains with the lessor. Rental payments under operating leases are charged as expenditure as incurred over the term of the lease.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2025

1 ACCOUNTING POLICIES - continued

Fund Accounting

Funds held by the charity are either:

Unrestricted general funds- These are funds, which can be used in accordance with the charitable objectives at the discretion of the Trustees. The Trustees have now set up a Development Fund within the unrestricted general funds.

Designated funds – These are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds- These are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or revenue grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance for art classes or provision of other specified service is deferred until the conditions for income recognition are met.

Pension costs

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. SOURCES OF MATERIAL GRANTS AND DONATIONS

	Unrestricted Funds £	Restricted Funds £	2025 £	2024 £
Hertford Art Society	-	-	-	250
Other donations	934	-	934	1,298
	<u>934</u>	<u>-</u>	<u>934</u>	<u>1,548</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

3. EXPENDITURE ON CHARITABLE ACTIVITIES

<i>Operation of Arts and Community Centre:</i>	2025	2024
	£	£
Costs directly allocated to activities		
Artists sales and materials	10,701	14,468
Tutor fees	51,302	53,881
Project costs	-	250
Insurance	1,733	1,776
Depreciation	3,348	9,032
 Governance costs		
Administration costs	500	500
Independent examiners fees	4,110	4,230
 Support costs allocated to activities		
Rent	5,000	5,100
Rates	945	1,108
Light and heat	3,943	3,933
Cleaning	2,225	1,507
Repairs and renewals, .	5,529	5,476
Postage, printing, stationery and marketing	8,640	9,574
Telephone & internet	3,455	3,666
Administration costs	48,549	39,247
Refuse collection	1,033	931
	<u>151,013</u>	<u>154,679</u>

The total amount of support costs incurred in the period relating to the operation of the Arts and Community Centre amounted to £81,093 (2024: £70,542) and for governance costs were £4,610 (2024: £4,730).

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

4. OPERATING SURPLUS

	2025	2024
	£	£
The operating surplus is stated after charging:		
Depreciation – owned assets	3,348	9,032
Independent examiners fees	4,110	4,230
Rentals payable under operating leases	5,000	5,100

5. TAXATION

No liability to UK corporation tax arose on ordinary activities for the year ended 31st March 2025 nor for the preceding year ended 31st March 2024.

The company has a charitable status which exempts it from corporation tax on the income it has received and the company is not registered for VAT purposes.

6. STAFF COSTS

The costs of employing staff which are included within Charitable activities in Note 3 were:

	2025	2024
	£	£
Wages and salaries	60,303	55,666
Pension contributions	1,828	1,634
	<u>62,131</u>	<u>57,300</u>

The average monthly number of employees during the year for administration and tutor fees was 7 (in 2024 there were 7). No employee's emoluments exceeded £60,000 during the year.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

7. TANGIBLE FIXED ASSETS

	Short Leasehold property & improvements	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1st April 2024	55,416	37,108	92,524
Additions	<u>-</u>	<u>1,134</u>	<u>1,134</u>
At 31 st March 2025	<u>55,416</u>	<u>38,242</u>	<u>93,658</u>
Depreciation			
At 1st April 2024	9,864	35,378	45,242
Charge for year	<u>2,771</u>	<u>577</u>	<u>3,348</u>
At 31 st March 2025	<u>12,635</u>	<u>35,955</u>	<u>48,590</u>
Net Book Values			
At 31 st March 2025	<u><u>42,781</u></u>	<u><u>2,287</u></u>	<u><u>45,068</u></u>
At 31 st March 2024	<u>45,552</u>	<u>1,730</u>	<u>47,282</u>

The original cost of the leasehold improvements amounted to £78,821 and a Building grant of £50,000 was received against these costs.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

8. DEBTORS

	2025 £	2024 £
Other debtors	<u>10,148</u>	<u>10,826</u>
	<u>10,148</u>	<u>10,826</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Deferred income (Note 10)	18,116	20,772
Trade creditors	6,480	7,121
Other taxes and social security costs	1,823	2,247
Accruals	<u>4,760</u>	<u>4,859</u>
	<u>31,179</u>	<u>34,999</u>

10. DEFERRED INCOME

	2025 £	2024 £
At 1 April 2024	20,772	28,890
Amount released to incoming resources	(20,772)	(28,890)
Amount deferred in the year	<u>18,116</u>	<u>20,772</u>
At 31 March 2025	<u>18,116</u>	<u>20,772</u>

Deferred income relates to income received for class fees and grants in advance.

11. ULTIMATE CONTROLLING PARTY

The company has no ultimate controlling party during the current or preceding year.

12. RELATED PARTY TRANSACTIONS

During the year, no trustee received tutor fees (2024: no trustee). No trustees received reimbursement of incidental expenses (2024: no trustee).

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

13. ANALYSIS OF DESIGNATED FUNDS

	Balance at 01/04/2024	Incoming Resources	Utilised/ Released	Balance at 31/03/2025
	£	£	£	£
Development Fund	28,467	-	861	29,328
Legacy Fund	10,000	-	-	10,000
	<u>38,467</u>	<u>-</u>	<u>861</u>	<u>39,328</u>

ANALYSIS OF DESIGNATED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2023	Incoming Resources	Utilised/ Released	Balance at 31/03/2024
	£	£	£	£
Development Fund	23,558	-	4,909	28,467
Legacy Fund	10,000	-	-	10,000
	<u>33,558</u>	<u>-</u>	<u>4,909</u>	<u>38,467</u>

The Development Fund was set up by the Trustees in 2011 to build a fund which can be utilised in future years on opportunities identified by Trustees to expand the charity.

The Legacy Fund relates to a £10,000 legacy received in 2022. The Trustees intend to ensure that this sum is spent specifically to enhance and develop the operation of the Centre

14. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS

	Balance at 01/04/2024	Movement in funds Incoming Resources	Utilised/ Released	Balance at 31/03/2025
	£	£	£	£
Kiln fund	-	-	-	-
Outreach Fund	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2023	Movement in funds Incoming Resources	Utilised/ Released	Balance at 31/03/2024
	£	£	£	£
Kiln fund	389	-	(389)	-
Outreach Fund	-	250	(250)	-
	<u>389</u>	<u>250</u>	<u>(639)</u>	<u>-</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025

14. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS - continued

The Outreach Fund related to project work undertaken and completed by the charity during 2024. No Outreach fund project work was undertaken in 2025.

As at the end of the prior year the following restricted funds had been fully utilised:

Kiln Fund

In a previous year grants and donations were received as a contribution towards the cost of a new kiln and the remaining balance of £389 was offset against the remaining depreciation in the 2024.

The capital element of grants received will be released to the unrestricted general funds over a time period in line with the depreciation policy of the assets which have been capitalised and will be included within the transfer between funds.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	-	-	-	-
Development Fund	-	-	39,328	39,328
Unrestricted Funds	45,068	(21,031)	30,381	54,418
	<u>45,068</u>	<u>(21,031)</u>	<u>69,709</u>	<u>93,746</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PREVIOUS YEAR

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	-	-	-	-
Development Fund	-	-	38,467	38,467
Unrestricted Funds	47,281	(24,173)	34,174	57,282
	<u>47,821</u>	<u>(24,173)</u>	<u>72,641</u>	<u>95,749</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025

16. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
INCOME					
<i>Income from charitable activities:</i>					
Operation of Arts and Community centre:					
Studio Income	120,239	-	-	120,239	108,463
Gallery Income	20,344	-	-	20,344	12,490
Fundraising (net)	7,737	-	-	7,737	7,193
Grants and donations:	1,298	-	250	1,548	2,835
<i>Investment income:</i>					
Bank interest received:	688	-	-	688	95
Total income	<u>150,306</u>	<u>-</u>	<u>250</u>	<u>150,556</u>	<u>131,076</u>
EXPENDITURE					
<i>Expenditure on charitable activities:</i>					
Operation of Arts and Community Centre:					
	154,429	-	250	154,679	125,523
Total expenditure	<u>154,429</u>	<u>-</u>	<u>250</u>	<u>154,679</u>	<u>125,523</u>
Net expenditure for the year	(4,123)	-	-	(4,123)	5,553
Gross transfers between funds	(4,520)	4,909	(389)	-	-
Net movement in funds	<u>(8,643)</u>	<u>4,909</u>	<u>(389)</u>	<u>(4,123)</u>	<u>5,553</u>
Reconciliation of funds:					
Balances brought forward 1 April 2023	65,925	33,558	389	99,872	94,319
Balances carried forward as at 31 March 2024	<u>57,282</u>	<u>38,467</u>	<u>-</u>	<u>95,749</u>	<u>99,872</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

England & Wales - Charity number 1044469

Accounts

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024
FOR
THE COURTYARD ARTS AND COMMUNITY CENTRE

Company Number : 03044085

Registered Charity Number :1044469

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEX TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2024

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Report of the Trustees	2
Independent Examiners Report	7
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11

THE COURTYARD ARTS AND COMMUNITY CENTRE

COMPANY INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2024

TRUSTEES/DIRECTORS : Mr M. A. Robinson
Mrs S.J. Pickup
Mr J.A. Clark
Mrs B.J. Hopkin
Mr B Cox
Ms A Fuller
Mrs D.M. Carolan
Mr P Morris

SECRETARY: Mr M. A. Robinson

REGISTERED OFFICE: The Stables
Port Vale
Hertford
Hertfordshire
SG14 3AA

REGISTERED NUMBER: 03044085 (England and Wales)

CHARITY NUMBER: 1044469

CHARITY WEBSITE: www.courtyardarts.org.uk

INDEPENDENT EXAMINER: R.J. Sears FCCA
Hentons
Stag House
Old London Road
Hertford, Herts
SG13 7LA

BANKERS: HSBC Bank plc
Howardsgate
Welwyn Garden City
Herts.
AL6 6BH

THE COURTYARD ARTS AND COMMUNITY CENTRE
REPORT OF THE TRUSTEES

(For the purposes of part 8 of the Charities Act 2011 and Directors' Report for the purposes of section 417 of the Companies Act 2006)

FOR THE YEAR ENDED 31st MARCH 2024

The Trustees present their annual report and financial statements for the year ended 31st March 2024. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102) issued in October 2019.

PRINCIPAL ACTIVITY

The principal activity of the charitable company as stated in the Memorandum and Articles of Association is the provision, in the interests of social welfare, of the facilities for the study, appreciation of the arts for the inhabitants of Hertford and the surrounding area and the advancement of the education of the general public in the arts.

The Trustees, who are also directors of the company, and acted throughout the period, except where indicated, are:

Mr M. A. Robinson
Mrs S.J. Pickup
Mr J.A. Clark
Mrs B.J. Hopkin
Mr B Cox
Ms A Fuller
Mrs D.M. Carolan
Mr P Morris (Appointed 12 November 2024)

CONSTITUTION

The Courtyard Arts and Community Centre, company number 3044085, is a company limited by the guarantees of its members to a maximum of £10 each.

COMPANY INFORMATION

The company is a registered charity, number 1044469, and as such is a non-profit making organisation with solely charitable objectives. The company gained charitable status on 21st August 1995.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2024
(CONTINUED)

FINANCIAL ACTIVITIES

During the year the charity's total income increased to £150,556 (2023: £131,076). The level of expenditure in the year increased to £154,679 (2023: £125,523). Overall, the charity recorded a net deficit of £4,123 (2023: surplus £5,553). This 2023/24 deficit was after charging depreciation. Excluding depreciation, there was a surplus in 2023/24 of £4,909.

The principal sources of funding for the charity are income from studio rents, rent and sales from exhibitions, charges for classes and grants received towards specific educational projects.

ACHIEVEMENTS AND PERFORMANCE

Classes and workshops

Classes have continued to be highly popular with both adults and children. Most are full, with some classes having people on a waiting list who were able to fill any available spaces straight away. Particularly popular areas are ceramics, acrylic and watercolour painting. We continue to run our home school class, which is a valuable resource to those parents who are homeschooling in our community. Also, we ran Life Drawing and printmaking day workshops

Gallery

We have been able to deliver a full programme of diverse exhibitions in both our Main Gallery and Stables Gallery, this year. Our Courtyard Open was once again very well received with a varied and interesting selection of work exhibited. We were delighted to welcome Maddy Durbin as our Artist in Residence this year.

Events

Due to the Town Council stepping away from the Hertford Art Trail, Courtyard Arts took over the running of the entire event. It was a huge success, despite having very little time to organise it. We engaged with over 30 venues, some of which had never taken part before and paired them all with local artists. It's importance of bringing people to the venues, is supported by the reports of local businesses noticing the increased footfall and increased sales it also brings. Artists were able to exhibit their work with feedback from them as very positive. Our first Members' Project also coincided with the Art Trail.

We also partnered with Hertford East Train Station and ran a couple of pop-up printing sessions.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2023
(CONTINUED)

ACHIEVEMENTS AND PERFORMANCE - continued

We were once again asked to assist Helen Fleming and The Friends of Bengoe in their Children's Art Day for the Church of St. Leonard's. We ran air clay model making and printmaking as activities, which were met with great enthusiasm by the children.

We once again won an award in this years' Hertford in Bloom Competition, taking first Prize in the Best Shop or Business Category.

RESERVES

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which enables the charity to meet its management and administration costs as they fall due. The Trustees have assessed the level of net current assets required in the form of unrestricted funds to be £10,000. They have therefore set up a Development Fund to hold the balance of the net current assets, amounting £28,467 at 31 March 2024 (2023: £23,558). The charity also holds a legacy of £10,000 received during 2022 which is included in designated funds as a Legacy Fund.

RISK MANAGEMENT

The trustees are aware of the requirements under SORP 2005 to identify and mitigate major risks faced by the organisation and are adopting appropriate policies to reduce exposure to those risks.

ASSETS AND OBLIGATIONS

The net assets of the company are available and adequate to fulfil its obligations.

INVESTMENT POWERS

Under the memorandum and articles of association, the charity has the power to make any investments, which the trustees see fit

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2024
(CONTINUED)

ORGANISATION

The board of trustees, which can have up to 8 members, administers the charity. The board meet monthly and individual trustees are responsible for specific areas i.e. Finance, Development, Marketing and Education. The management/administration team includes the Centre Director and Assistant Director, plus 15 tutors and 45 Volunteers who assist in the day to day operation of the Centre.

APPOINTMENT OF TRUSTEES

The board has established procedures for recruiting and appointing board members, including the initial identification of potential candidates, informal visits or discussions, consideration by the board and finally election by a majority of votes.

TRUSTEE INDUCTION AND TRAINING

New trustees undergo induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association and the committee and decision making process.

PUBLIC BENEFIT

In planning the charity's activities for the year the trustees have been mindful of the Charity Commission's guidance on public benefit. In particular, the charity welcomes all people to participate in its activities regardless of personal background, faith, gender or personal circumstances. This includes Outreach in schools, care homes and other settings as well as classes at the centre for specific groups.

POLICIES

All necessary policies (including those required by law) are in place and reviewed at least annually.

PLANS FOR FUTURE PERIODS

The charity continues to invest in improvements to its facilities and the trustees are considering a number of further development opportunities, including a major expansion of the existing premises. To date, £32,515 has been expended on professional fees and other charges relating to this possible expansion. Planning permission has been obtained, detailed specifications have been prepared and tenders have been received, £26,595 was spent on a new boiler, kitchen and other improvements which form part of the planned development.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2024
(CONTINUED)

TRUSTEES RESPONSIBILITIES

The trustees (who are also directors of The Courtyard Arts & Community Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice

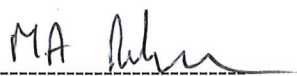
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

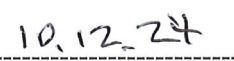
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mr M. A. Robinson – SECRETARY



Date

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of The Courtyard Arts and Community Centre ('the charitable company') for the year ended 31st March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE

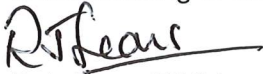
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Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



R.J. Sears FCCA
Hentons
Chartered Accountants
Stag House
Old London Road
Hertford, Herts
SG13 7LA

Date: 10th DECEMBER 2024

THE COURTYARD ARTS AND COMMUNITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating the Income and Expenditure account)

FOR THE YEAR ENDED 31st MARCH 2024

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
INCOME	Notes	£	£	£	£	£
<i>Income from charitable activities:</i>						
Operation of Arts and Community centre:						
Studio Income		120,239	-	-	120,239	108,463
Gallery Income		20,344	-	-	20,344	12,490
Fundraising (net)		7,737	-	-	7,737	7,193
Grants and donations:	3	1,298	-	250	1,548	2,835
<i>Investment income:</i>						
Bank interest received:		688	-	-	688	95
Total income		<u>150,306</u>	<u>-</u>	<u>250</u>	<u>150,556</u>	<u>131,076</u>
EXPENDITURE						
<i>Expenditure on charitable activities:</i>						
Operation of Arts and Community Centre:						
		154,429	-	250	154,679	125,523
Total expenditure	4	<u>154,429</u>	<u>-</u>	<u>250</u>	<u>154,679</u>	<u>125,523</u>
Net income for the year		(4,123)	-	-	(4,123)	5,553
Gross transfers between funds		(4,520)	4,909	(389)	-	-
Net movement in funds		<u>(8,643)</u>	<u>4,909</u>	<u>(389)</u>	<u>(4,123)</u>	<u>5,553</u>
Reconciliation of funds:						
Balances brought forward 1 April 2023		65,925	33,558	389	99,872	94,319
Balances carried forward as at 31 March 2024		<u>57,282</u>	<u>38,467</u>	<u>-</u>	<u>95,749</u>	<u>99,872</u>

None of the company's activities were acquired or discontinued during the current or previous year.

There are no recognised gains or losses other than the profit or loss that has been presented and dealt with in the statement of financial activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

(Company number 3044085, Registered charity number 1044469)


BALANCE SHEET

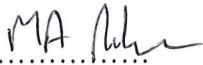
AS AT 31st MARCH 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		47,282		56,314
CURRENT ASSETS					
Debtors	9	10,825		8,909	
Cash at bank and in hand		<u>72,641</u>		<u>82,006</u>	
		83,466		90,915	
CREDITORS Amounts falling due within one year	10	<u>34,999</u>		<u>47,357</u>	
NET CURRENT ASSETS			48,467		43,558
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>95,749</u>		<u>99,872</u>
RESERVES					
Unrestricted funds			57,282		65,925
Designated Fund	14		38,467		33,558
Restricted funds	15		-		389
TOTAL CHARITY FUNDS			<u>95,749</u>		<u>99,872</u>

- (a) For the year ended 31 March 2024, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- (b) Members have not required the company to obtain an audit in accordance with section 476.
- (c) The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

ON BEHALF OF THE BOARD


.....
Ms S Pickup -Trustee


.....
Mr M Robinson - Trustee

Date: 10.12.24
.....

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The financial statements are prepared under the historical cost convention and are in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity constitutes a public charity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

No significant judgements have had to be made by management in preparing these financial statements.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk to changes in value.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

1. ACCOUNTING POLICIES- continued

Expenditure and Irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the loan can be measured reliably. Expenditure on charitable activities include expenditure associated with art exhibitions and educational programs and their associated support costs.

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost. Any asset acquired for a value of less than £250 will be written off as expenditure in the period in which the expenditure was incurred.

Depreciation is provided, but not in the year of addition, at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures, fittings & equipment	-10% or 25% on cost
Premises improvements	-5% on cost.

Where improvements have been financed wholly or partly by grants received the net book value of these improvements should be reduced by the amount of the grant receivable. Leasehold improvements are shown in the Balance sheet net of Building grants received. The landlord (EHDC) have agreed in principle to a new 40 year lease which will be finalised once the proposed new development is underway. Existing leasehold improvements are now being written off over 20 years in line with their expected useful economic life.

Limited by guarantee

The company is limited without share capital. In the event of the company being wound up, each member is liable to contribute to the payment of debts and liabilities of the company as may be required, not exceeding £10.

Operating leases

The charity classifies the lease of its property as an operating lease and the title to the property remains with the lessor. Rental payments under operating leases are charged as expenditure as incurred over the term of the lease.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

1 ACCOUNTING POLICIES - continued

Fund Accounting

Funds held by the charity are either:

Unrestricted general funds- These are funds, which can be used in accordance with the charitable objectives at the discretion of the Trustees. The Trustees have now set up a Development Fund within the unrestricted general funds.

Designated funds – These are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds- These are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or revenue grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance for art classes or provision of other specified service is deferred until the conditions for income recognition are met.

Pension costs

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

2. CHANGE IN ACCOUNTING POLICY

In the current year, the following new and revised Standards and Interpretations have been adopted by the Company and have an effect on the current period and will have an effect on future periods:

	2024	2023
Premises improvements	5% on cost	2.5% on cost

If the previous years rates were applied in the current year, the net book value as at 31st March 2024 would have been £50,486 and the depreciation charge to the profit and loss account would have been £1,385.

If the updated rates were applied last year, the net book value as at 31st March 2023 would have been £48,326 and the depreciation charge to the profit and loss account would have been £2,770.

The reason for this change is for the policy to reflect a more accurate useful economic life of the asset.

3. SOURCES OF MATERIAL GRANTS AND DONATIONS

	Unrestricted Funds	Restricted Funds	2024	2023
	£	£	£	£
HCC Locality Budget	-	-	-	480
Hertford Art Society	-	250	250	300
Other donations	1,298	-	1,298	2,055
	<u>1,298</u>	<u>250</u>	<u>1,548</u>	<u>2,835</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

4. EXPENDITURE ON CHARITABLE ACTIVITIES

<i>Operation of Arts and Community Centre:</i>	2024	2023
	£	£
Costs directly allocated to activities		
Artists sales and materials	14,468	12,012
Tutor fees	53,881	47,213
Project costs	250	780
Insurance	1,776	2,431
Depreciation	9,032	3,523
 Governance costs		
Administration costs	500	500
Independent examiners fees	4,230	3,800
 Support costs allocated to activities		
Rent	5,100	5,000
Rates	1,108	1,155
Light and heat	3,933	3,517
Cleaning	1,507	1,450
Repairs and renewals, .	5,476	2,478
Postage, printing, stationery and marketing	9,574	7,171
Telephone & internet	3,666	2,088
Administration costs	39,247	31,838
Refuse collection	931	567
	<u>154,679</u>	<u>125,523</u>

The total amount of support costs incurred in the period relating to the operation of the Arts and Community Centre amounted to £70,542 (2023: £55,264) and for governance costs were £4,730 (2023: £4,300).

5. OPERATING SURPLUS

	2024	2023
	£	£
The operating surplus is stated after charging:		
Depreciation – owned assets	9,032	3,523
Independent examiners fees	4,230	3,800
Rentals payable under operating leases	5,100	5,000

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

6. TAXATION

No liability to UK corporation tax arose on ordinary activities for the year ended 31st March 2024 nor for the preceding year ended 31st March 2023.

The company has a charitable status which exempts it from corporation tax on the income it has received and the company is not registered for VAT purposes.

7. STAFF COSTS

The costs of employing staff which are included within Charitable activities in Note 3 were:

	2024	2023
	£	£
Wages and salaries	55,666	48,680
Pension contributions	<u>1,634</u>	<u>1,480</u>
	57,300	50,160

The average monthly number of employees during the year for administration and tutor fees was 7 (in 2023 there were 7). No employee's emoluments exceeded £60,000 during the year.

8. TANGIBLE FIXED ASSETS

	Short Leasehold property & improvements	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1st April 2023	55,416	37,108	92,524
Additions	-	-	-
At 31 st March 2024	<u>55,416</u>	<u>37,108</u>	<u>92,524</u>
Depreciation			
At 1st April 2023	3,545	32,665	36,210
Charge for year	<u>6,319</u>	<u>2,713</u>	<u>9,032</u>
At 31 st March 2024	<u>9,864</u>	<u>35,378</u>	<u>45,242</u>
Net Book Values			
At 31 st March 2024	<u>45,552</u>	<u>1,730</u>	<u>47,282</u>
At 31 st March 2023	<u>51,871</u>	<u>4,443</u>	<u>56,314</u>

The original cost of the leasehold improvements amounted to £78,821 and a Building grant of £50,000 was received against these costs.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

9. DEBTORS

	2024 £	2023 £
Other debtors	10,826	8,909
	<u>10,826</u>	<u>8,909</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Deferred income (Note 10)	20,772	28,890
Trade creditors	7,121	8,888
Other taxes and social security costs	2,247	1,533
Accruals	4,859	8,046
	<u>34,999</u>	<u>47,357</u>

11. DEFERRED INCOME

	2024 £	2023 £
At 1 April 2023	28,890	18,209
Amount released to incoming resources	(28,890)	(18,209)
Amount deferred in the year	20,772	28,890
At 31 March 2024	<u>20,772</u>	<u>28,890</u>

Deferred income relates to income received for class fees and grants in advance.

12. ULTIMATE CONTROLLING PARTY

The company has no ultimate controlling party during the current or preceding year.

13. RELATED PARTY TRANSACTIONS

During the year, no trustee received tutor fees (2023: no trustee). No trustees received reimbursement of incidental expenses (2023: no trustee).

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

14. ANALYSIS OF DESIGNATED FUNDS

	Balance at 01/04/2023	Incoming Resources	Utilised/ Released	Balance at 31/03/2024
	£	£	£	£
Development Fund	23,558	-	4,909	28,467
Legacy Fund	10,000	-	-	10,000
	<u>33,558</u>	<u>-</u>	<u>4,909</u>	<u>38,467</u>

ANALYSIS OF DESIGNATED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2022	Incoming Resources	Utilised/ Released	Balance at 31/03/2023
	£	£	£	£
Development Fund	16,791	-	6,767	23,558
Legacy Fund	10,000	-	-	10,000
	<u>26,791</u>	<u>-</u>	<u>6,767</u>	<u>33,558</u>

The Development Fund was set up by the Trustees in 2011 to build a fund which can be utilised in future years on opportunities identified by Trustees to expand the charity.

The Legacy Fund relates to a £10,000 legacy received in 2022. The Trustees intend to ensure that this sum is spent specifically to enhance and develop the operation of the Centre

15. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS

	Balance at 01/04/2023	Movement in funds Incoming Resources	Utilised/ Released	Balance at 31/03/2024
	£	£	£	£
Kiln fund	389		(389)	-
Outreach Fund	-	250	(250)	-
	<u>389</u>	<u>250</u>	<u>(639)</u>	<u>-</u>

ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2022	Movement in funds Incoming Resources	Utilised/ Released	Balance at 31/03/2023
	£	£	£	£
Kiln fund	778	-	(389)	389
Outreach Fund	-	780	(780)	-
	<u>778</u>	<u>780</u>	<u>(1,169)</u>	<u>389</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

15. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS - continued

The Outreach Fund relates to project work undertaken and completed by the charity during the year.

As at 31st March 2024 the following restricted funds had been fully utilised:

Kiln Fund

In a previous year grants and donations were received as a contribution towards the cost of a new kiln and the remaining balance of £389 has been offset against the remaining depreciation in the year.

The capital element of grants received will be released to the unrestricted general funds over a time period in line with the depreciation policy of the assets which have been capitalised and will be included within the transfer between funds.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	-	-	-	-
Development Fund	-	-	38,467	38,467
Unrestricted Funds	47,281	(24,173)	34,174	57,282
	<u>47,281</u>	<u>(24,173)</u>	<u>72,641</u>	<u>95,749</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PREVIOUS YEAR

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	389	-	-	389
Development Fund	-	-	33,558	33,558
Unrestricted Funds	55,925	(38,448)	48,448	65,925
	<u>56,314</u>	<u>(38,448)</u>	<u>82,006</u>	<u>99,872</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

17. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
INCOME					
<i>Income from charitable activities:</i>					
Operation of Arts and Community centre:					
Studio Income	108,463	-	-	108,463	111,389
Gallery Income	12,490	-	-	12,490	7,181
Fundraising (net)	7,193	-	-	7,193	8,573
Grants and donations:	2,055	-	780	2,835	31,953
<i>Investment income:</i>					
Bank interest received:	95	-	-	95	3
Total income	130,296	-	780	131,076	159,099
EXPENDITURE					
<i>Expenditure on charitable activities:</i>					
Operation of Arts and Community Centre:					
	124,743	-	780	125,523	120,279
Total expenditure	124,743	-	780	125,523	120,279
Net expenditure for the year	5,553	-	-	5,553	38,820
Gross transfers between funds	(6,378)	6,767	(389)	-	-
Net movement in funds	(825)	6,767	(389)	5,553	38,820
Reconciliation of funds:					
Balances brought forward 1 April 2022	66,750	26,791	778	94,319	55,499
Balances carried forward as at 31 March 2023	65,925	33,558	389	99,872	94,319

THE COURTYARD ARTS AND COMMUNITY CENTRE

England & Wales - Charity number 1044469

Accounts

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023
FOR
THE COURTYARD ARTS AND COMMUNITY CENTRE

Company Number : 03044085

Registered Charity Number :1044469

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEX TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

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Report of the Trustees	2
Independent Examiners Report	7
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11

THE COURTYARD ARTS AND COMMUNITY CENTRE

COMPANY INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2023

TRUSTEES/DIRECTORS : Mr M. A. Robinson
Mrs S.J. Pickup
Mr J.A. Clark
Mrs B.J. Hopkin
Ms A Fuller
Mrs D.M. Carolan

SECRETARY: Mr M. A. Robinson

REGISTERED OFFICE: The Stables
Port Vale
Hertford
Hertfordshire
SG14 3AA

REGISTERED NUMBER: 03044085 (England and Wales)

CHARITY NUMBER: 1044469

CHARITY WEBSITE: www.courtyardarts.org.uk

INDEPENDENT EXAMINER: R.J. Sears FCCA
Hentons
Stag House
Old London Road
Hertford, Herts
SG13 7LA

BANKERS: HSBC Bank plc
36 Fore Street
Hertford
Herts.
SG14 1BS

THE COURTYARD ARTS AND COMMUNITY CENTRE
REPORT OF THE TRUSTEES

(For the purposes of part 8 of the Charities Act 2011 and Directors' Report for the purposes of section 417 of the Companies Act 2006)

FOR THE YEAR ENDED 31st MARCH 2023

The Trustees present their annual report and financial statements for the year ended 31st March 2023. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102) issued in October 2019.

PRINCIPAL ACTIVITY

The principal activity of the charitable company as stated in the Memorandum and Articles of Association is the provision, in the interests of social welfare, of the facilities for the study, appreciation of the arts for the inhabitants of Hertford and the surrounding area and the advancement of the education of the general public in the arts.

The Trustees, who are also directors of the company, and acted throughout the period, except where indicated, are:

Mr M. A. Robinson
Mrs S.J. Pickup
Mrs E. J. Radcliffe (Resigned 15 June 2022)
Mrs S. Webb (Resigned 10 November 2022)
Mrs M Ewer (Resigned 14 June 2022)
Mr J.A. Clark
Mrs B.J. Hopkin
Mr B Cox (Appointed 10 November 2022 and resigned 2 November 2023)
Ms A Fuller (Appointed 10 November 2022)
Mrs D.M. Carolan (Appointed 10 November 2022)

CONSTITUTION

The Courtyard Arts and Community Centre, company number 3044085, is a company limited by the guarantees of its members to a maximum of £10 each.

COMPANY INFORMATION

The company is a registered charity, number 1044469, and as such is a non-profit making organisation with solely charitable objectives. The company gained charitable status on 21st August 1995.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2023
(CONTINUED)

FINANCIAL ACTIVITIES

As Covid support grants ceased while activity increased, during the year the charity's total income reduced to £131,076 (2022: £159,099). The level of expenditure in the year increased to £125,523 (2022: £120,279). Overall, the charity achieved a net surplus of £5,553 (2022: £38,820).

The principal sources of funding for the charity are income from studio rents, rent and sales from exhibitions, charges for classes and grants received towards specific educational projects.

ACHIEVEMENTS AND PERFORMANCE

Classes and workshops

All tutors are all highly experienced in their own fields across many disciplines and the majority hold formal teaching qualifications. Our teaching standards are high and compare very favourably with other providers in the area. All staff and tutors have the opportunity for an appraisal and are DBS checked.

Classes have continued to be highly popular with both adults and children. Most are full, with some classes having people on a waiting list. Particularly popular areas are ceramics and watercolour painting. We continue to run our home school class, which is a valuable resource to those parents who are home-schooling in our community.

Gallery

The gallery has exhibited high quality exhibitions throughout the year, with visitors not just from the local area but from much further afield too. The gallery is fully booked through until most of 2025. Our Courtyard Open was once again very well received with a varied and interesting selection of work exhibited.

Art Trail

The 2022 Hertford Art Trail had been successfully operated by Courtyard Arts in partnership with the Town Council. Courtyard Arts took over the running of the entire event for 2023 and engaged with over 30 venues, some of which had never taken part before and paired them all with local artists. Our first Members' Project also coincided with the Art Trail. Members were asked to transform a wooden paint palette. The wonderful array of designs were placed in shops across the town who could not accommodate an artist but wanted to still be part of the Art Trail.

We were asked to assist Helen Fleming and The Friends of Bengoe in their Children's Art Day for the Church of St. Leonard's which was met with great enthusiasm by the children.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2022
(CONTINUED)

ACHIEVEMENTS AND PERFORMANCE - continued

We once again won an award in the 2022 Hertford in Bloom Competition, taking first Prize in the Best Community Group Category.

We continue to be a safe space for those coping with Alzheimer's. We also worked with the University of Hertfordshire BA Architecture course. They have used the Centre as the starting point of a project they will look to develop.

RESERVES

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which enables the charity to meet its management and administration costs as they fall due. The Trustees have assessed the level of net current assets required in the form of unrestricted funds to be £10,000. They have therefore set up a Development Fund to hold the balance of the net current assets, amounting to £23,558 at 31 March 2023 (2022: £16,791). The charity also holds a legacy of £10,000 received during the previous year, which is included in designated funds as a Legacy Fund.

RISK MANAGEMENT

The trustees are aware of the requirements under SORP 2005 to identify and mitigate major risks faced by the organisation and are adopting appropriate policies to reduce exposure to those risks.

ASSETS AND OBLIGATIONS

The net assets of the company are available and adequate to fulfil its obligations.

INVESTMENT POWERS

Under the memorandum and articles of association, the charity has the power to make any investments, which the trustees see fit

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2023
(CONTINUED)

ORGANISATION

The board of trustees, which can have up to 8 members, administers the charity. The board meet monthly and individual trustees are responsible for specific areas i.e. Finance, Development, Marketing and Education. The management/administration team includes the Centre Director and Assistant Director, plus 15 tutors and 45 Volunteers who assist in the day to day operation of the Centre.

APPOINTMENT OF TRUSTEES

The board has established procedures for recruiting and appointing board members, including the initial identification of potential candidates, informal visits or discussions, consideration by the board and finally election by a majority of votes.

TRUSTEE INDUCTION AND TRAINING

New trustees undergo induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association and the committee and decision making process.

PUBLIC BENEFIT

In planning the charity's activities for the year the trustees have been mindful of the Charity Commission's guidance on public benefit. In particular, the charity welcomes all people to participate in its activities regardless of personal background, faith, gender or personal circumstances. This includes Outreach in schools, care homes and other settings as well as classes at the centre for specific groups.

POLICIES

All necessary policies (including those required by law) are in place and reviewed at least annually.

PLANS FOR FUTURE PERIODS

The charity continues to invest in improvements to its facilities and the trustees are considering a number of further development opportunities, including a major expansion of the existing premises. To date, £32,515 has been expended on professional fees and other charges relating to this possible expansion. Planning permission has been obtained, detailed specifications have been prepared and tenders have been received, £26,595 was spent on a new boiler, kitchen and other improvements which form part of the planned development.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2023
(CONTINUED)

TRUSTEES RESPONSIBILITIES

The trustees (who are also directors of The Courtyard Arts & Community Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

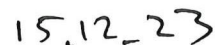
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mr M. A. Robinson – SECRETARY



Date

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of The Courtyard Arts and Community Centre ('the charitable company') for the year ended 31st March 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE

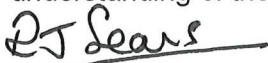
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Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



R.J. Sears FCCA
Henton & Co LLP
Chartered Accountants
Stag House
Old London Road
Hertford, Herts
SG13 7LA

Date: 18 DECEMBER 2023

THE COURTYARD ARTS AND COMMUNITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating the Income and Expenditure account)

FOR THE YEAR ENDED 31st MARCH 2023

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
INCOME	Notes	£	£	£	£	£
<i>Income from charitable activities:</i>						
Operation of Arts and Community centre:						
Studio Income		108,463	-	-	108,463	111,389
Gallery Income		12,490	-	-	12,490	7,181
Fundraising (net)		7,193	-	-	7,193	8,573
Grants and donations:	2	2,055	-	780	2,835	31,593
<i>Investment income:</i>						
Bank interest received:		95	-	-	95	3
Total income		<u>130,296</u>	<u>-</u>	<u>780</u>	<u>131,076</u>	<u>159,099</u>
EXPENDITURE						
<i>Expenditure on charitable activities:</i>						
Operation of Arts and Community Centre:						
		124,743	-	780	125,523	120,279
Total expenditure	3	<u>124,743</u>	<u>-</u>	<u>780</u>	<u>125,523</u>	<u>120,279</u>
Net income for the year		5,553	-	-	5,553	38,820
Gross transfers between funds		(6,378)	6,767	(389)	-	-
Net movement in funds		<u>(825)</u>	<u>6,767</u>	<u>(389)</u>	<u>5,553</u>	<u>38,820</u>
Reconciliation of funds:						
Balances brought forward 1 April 2022		66,750	26,791	778	94,319	55,499
Balances carried forward as at 31 March 2023		<u>65,925</u>	<u>33,558</u>	<u>389</u>	<u>99,872</u>	<u>94,319</u>

None of the company's activities were acquired or discontinued during the current or previous year.

There are no recognised gains or losses other than the profit or loss that has been presented and dealt with in the statement of financial activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

(Company number 3044085, Registered charity number 1044469)


BALANCE SHEET

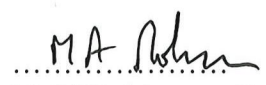
AS AT 31st MARCH 2023

	Notes	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		56,314		57,528
CURRENT ASSETS					
Debtors	8	8,909		2,156	
Cash at bank and in hand		<u>82,006</u>		<u>66,869</u>	
		90,915		69,025	
CREDITORS Amounts falling due within one year					
	9	<u>47,357</u>		<u>32,234</u>	
NET CURRENT ASSETS			43,558		36,791
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>99,872</u>		<u>94,319</u>
RESERVES					
Unrestricted funds			65,925		66,750
Designated Fund	13		33,558		26,791
Restricted funds	14		<u>389</u>		<u>778</u>
TOTAL CHARITY FUNDS			<u>99,872</u>		<u>94,319</u>

- (a) For the year ended 31 March 2023, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- (b) Members have not required the company to obtain an audit in accordance with section 476.
- (c) The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

ON BEHALF OF THE BOARD


Ms S Pickup - Trustee


Mr M Robinson - Trustee

Date: 15.12.23

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2023

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The financial statements are prepared under the historical cost convention and are in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity constitutes a public charity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

No significant judgements have had to be made by management in preparing these financial statements.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk to changes in value.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2023

1. ACCOUNTING POLICIES- continued

Expenditure and Irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the loan can be measured reliably. Expenditure on charitable activities include expenditure associated with art exhibitions and educational programs and their associated support costs.

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost. Any asset acquired for a value of less than £250 will be written off as expenditure in the period in which the expenditure was incurred.

Depreciation is provided, but not in the year of addition, at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures, fittings & equipment -10% or 25% on cost

Premises improvements -2.5% on cost.

Where improvements have been financed wholly or partly by grants received the net book value of these improvements should be reduced by the amount of the grant receivable. Leasehold improvements are shown in the Balance sheet net of Building grants received. The landlord (EHDC) have agreed in principle to a new 40 year lease which will be finalised once the proposed new development is underway, in line with which the existing leasehold improvements are now being written off over 40 years.

Limited by guarantee

The company is limited without share capital. In the event of the company being wound up, each member is liable to contribute to the payment of debts and liabilities of the company as may be required, not exceeding £10.

Operating leases

The charity classifies the lease of its property as an operating lease and the title to the property remains with the lessor. Rental payments under operating leases are charged as expenditure as incurred over the term of the lease.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2023

1 ACCOUNTING POLICIES - continued

Fund Accounting

Funds held by the charity are either:

Unrestricted general funds- These are funds, which can be used in accordance with the charitable objectives at the discretion of the Trustees. The Trustees have now set up a Development Fund within the unrestricted general funds.

Designated funds – These are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds- These are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or revenue grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance for art classes or provision of other specified service is deferred until the conditions for income recognition are met.

Pension costs

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. SOURCES OF MATERIAL GRANTS AND DONATIONS

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Covid Job Retention Scheme	-	-	-	3,412
Covid Small Business Grant	-	-	-	12,226
HCC Locality Budget	-	480	480	1,300
Mind in Mid Herts	-	-	-	180
Art Reach Grant	-	-	-	500
Hertford Art Society	-	300	300	-
Waitrose Community Grant	-	-	-	333
Brandles	-	-	-	385
Groundwork	-	-	-	500
Croudace Homes	-	-	-	500
Legacy	-	-	-	10,000
Other donations	2,055	-	2,055	2,617
	<u>2,055</u>	<u>780</u>	<u>2,835</u>	<u>31,953</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

3. EXPENDITURE ON CHARITABLE ACTIVITIES

<i>Operation of Arts and Community Centre:</i>	2023	2022
	£	£
Costs directly allocated to activities		
Artists sales and materials	12,012	8,544
Tutor fees	47,213	45,251
Project costs	780	3,698
Insurance	2,431	2,003
Depreciation	3,523	3,552
Governance costs		
Administration costs	500	500
Independent examiners fees	3,800	3,590
Support costs allocated to activities		
Rent	5,000	5,100
Rates	1,155	764
Light and heat	3,517	3,261
Cleaning	1,450	1,638
Repairs and renewals, .	2,478	2,955
Legal and professional	-	1,847
Postage, printing, stationery and marketing	7,171	10,860
Telephone & internet	2,088	2,606
Administration costs	31,838	23,791
Refuse collection	567	319
	<u>125,523</u>	<u>120,279</u>

The total amount of support costs incurred in the period relating to the operation of the Arts and Community Centre amounted to £55,264 (2022: £53,141) and for governance costs were £4,300 (2021: £4,090).

4. OPERATING SURPLUS

	2023	2022
	£	£
The operating surplus is stated after charging:		
Depreciation – owned assets	5,517	3,552
Independent examiners fees	3,800	3,590
Rentals payable under operating leases	5,000	5,100

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2023

5. TAXATION

No liability to UK corporation tax arose on ordinary activities for the year ended 31st March 2023 nor for the preceding year ended 31st March 2022.

The company has a charitable status which exempts it from corporation tax on the income it has received and the company is not registered for VAT purposes.

6. STAFF COSTS

The costs of employing staff which are included within Charitable activities in Note 3 were:

	2023	2022
	£	£
Wages and salaries	48,680	22,665
Social security costs	-	404
Pension contributions	1,480	572
	<u>50,160</u>	<u>23,641</u>

The average monthly number of employees during the year for administration and tutor fees was 7 (in 2022 there were 8). No employee's emoluments exceeded £60,000 during the year.

7. TANGIBLE FIXED ASSETS

	Short Leasehold property & improvements	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1st April 2022	55,416	34,799	90,215
Additions	-	2,309	2,309
At 31 st March 2023	<u>55,416</u>	<u>37,108</u>	<u>92,524</u>
Depreciation			
At 1st April 2022	2,160	30,527	32,687
Charge for year	1,385	2,138	3,523
At 31 st March 2023	<u>3,545</u>	<u>32,665</u>	<u>36,210</u>
Net Book Values			
At 31 st March 2023	<u>51,871</u>	<u>4,443</u>	<u>56,314</u>
At 31 st March 2022	<u>53,256</u>	<u>4,272</u>	<u>57,528</u>

The original cost of the leasehold improvements amounted to £78,821 and a Building grant of £50,000 was received against these costs.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2023

8. DEBTORS

	2023 £	2022 £
Other debtors	<u>8,909</u>	<u>2,156</u>
	<u>8,909</u>	<u>2,156</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Deferred income (Note 10)	28,890	18,209
Trade creditors	8,888	6,226
Other taxes and social security costs	1,533	252
Accruals	<u>8,046</u>	<u>7,547</u>
	<u>47,357</u>	<u>32,234</u>

10. DEFERRED INCOME

	2023 £	2022 £
At 1 April 2022	18,209	14,351
Amount released to incoming resources	(18,209)	(14,351)
Amount deferred in the year	<u>28,890</u>	<u>18,209</u>
At 31 March 2023	<u>28,890</u>	<u>18,209</u>

Deferred income relates to income received for class fees and grants in advance.

11. ULTIMATE CONTROLLING PARTY

The company has no ultimate controlling party during the current or preceding year.

12. RELATED PARTY TRANSACTIONS

During the year, no trustee received tutor fees (2022: one trustee, £1,025). No trustees received reimbursement of incidental expenses (2021: three trustees- £389).

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2023

13. ANALYSIS OF DESIGNATED FUNDS

	Balance at 01/04/2022	Incoming Resources	Utilised/ Released	Balance at 31/03/2023
	£	£	£	£
Development Fund	16,791	-	6,767	23,558
Legacy Fund	10,000	-	-	10,000
	<u>26,791</u>	<u>-</u>	<u>6,767</u>	<u>33,558</u>

ANALYSIS OF DESIGNATED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2021	Incoming Resources	Utilised/ Released	Balance at 31/03/2022
	£	£	£	£
Development Fund	11,014	-	5,777	16,791
Legacy Fund	-	-	10,000	10,000
	<u>11,014</u>	<u>-</u>	<u>15,777</u>	<u>26,791</u>

The Development Fund was set up by the Trustees in 2011 to build a fund which can be utilised in future years on opportunities identified by Trustees to expand the charity.

The Legacy Fund relates to a £10,000 legacy received in the year. The Trustees intend to ensure that this sum is spent specifically to enhance and develop the operation of the Centre

14. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS

	Balance at 01/04/2022	Movement in funds Incoming Resources	Utilised/ Released	Balance at 31/03/2023
	£	£	£	£
Kiln fund	778		(389)	389
Outreach Fund	-	780	(780)	-
	<u>778</u>	<u>780</u>	<u>(1,169)</u>	<u>389</u>

ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2021	Movement in funds Incoming Resources	Utilised/ Released	Balance at 31/03/2022
	£	£	£	£
Kiln fund	1,167	-	(389)	778
Outreach Fund	-	3,698	(3,698)	-
	<u>1,861</u>	<u>3,698</u>	<u>(4,781)</u>	<u>778</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

14. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS - continued

The Outreach Fund relates to project work undertaken and completed by the charity during the year.

As at 31st March 2023 the following restricted funds had not been utilised:

Kiln Fund

In a previous year grants and donations were received as a contribution towards the cost of a new kiln and the remaining balance of £389 is available to be offset against future depreciation.

The capital element of grants received will be released to the unrestricted general funds over a time period in line with the depreciation policy of the assets which have been capitalised and will be included within the transfer between funds.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	389	-	-	389
Development Fund	-	-	33,558	33,558
Unrestricted Funds	55,925	(38,448)	48,448	65,925
	<u>56,314</u>	<u>(38,448)</u>	<u>82,006</u>	<u>99,872</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PREVIOUS YEAR

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	778	-	-	778
Development Fund	-	-	26,791	26,791
Unrestricted Funds	56,750	(30,078)	40,078	66,750
	<u>57,528</u>	<u>(30,078)</u>	<u>66,869</u>	<u>94,319</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2023

16. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£	£
INCOME					
<i>Income from charitable activities:</i>					
Operation of Arts and Community centre:					
Studio Income	111,389	-	-	111,389	38,511
Gallery Income	7,181	-	-	7,181	2,697
Fundraising (net)	8,573	-	-	8,573	(244)
Grants and donations:	28,255	-	3,698	31,953	62,362
<i>Investment income:</i>					
Bank interest received:	3	-	-	3	7
Total income	<u>155,401</u>	<u>-</u>	<u>3,698</u>	<u>159,099</u>	<u>103,333</u>
EXPENDITURE					
<i>Expenditure on charitable activities:</i>					
Operation of Arts and Community Centre:					
	116,581	-	3,698	120,279	106,030
Total expenditure	<u>116,581</u>	<u>-</u>	<u>3,698</u>	<u>120,279</u>	<u>106,030</u>
Net expenditure for the year	38,820	-	-	38,820	(2,697)
Gross transfers between funds	(14,694)	15,777	(1,083)	-	-
Net movement in funds	<u>24,126</u>	<u>15,777</u>	<u>(1,083)</u>	<u>38,820</u>	<u>(2,697)</u>
Reconciliation of funds:					
Balances brought forward 1 April 2021	42,624	11,014	1,861	55,499	58,196
Balances carried forward as at 31 March 2022	<u>66,750</u>	<u>26,791</u>	<u>778</u>	<u>94,319</u>	<u>55,499</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

England & Wales - Charity number 1044469

Accounts

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022
FOR
THE COURTYARD ARTS AND COMMUNITY CENTRE

Company Number : 03044085

Registered Charity Number :1044469

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEX TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

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THE COURTYARD ARTS AND COMMUNITY CENTRE

COMPANY INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2022

TRUSTEES/DIRECTORS : Mr M. A. Robinson
Mrs S.J. Pickup
Mrs S. Webb
Mrs M Ewer

SECRETARY: Mr M. A. Robinson

REGISTERED OFFICE: The Stables
Port Vale
Hertford
Hertfordshire
SG14 3AA

REGISTERED NUMBER: 03044085 (England and Wales)

CHARITY NUMBER: 1044469

CHARITY WEBSITE: www.courtyardarts.org.uk

INDEPENDENT EXAMINER: R.J. Sears FCCA
Hentons
Stag House
Old London Road
Hertford, Herts
SG13 7LA

BANKERS: HSBC Bank plc
36 Fore Street
Hertford
Herts.
SG14 1BS

THE COURTYARD ARTS AND COMMUNITY CENTRE
REPORT OF THE TRUSTEES

(For the purposes of part 8 of the Charities Act 2011 and Directors' Report for the purposes of section 417 of the Companies Act 2006)

FOR THE YEAR ENDED 31st MARCH 2022

The Trustees present their annual report and financial statements for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102) issued in October 2019.

PRINCIPAL ACTIVITY

The principal activity of the charitable company as stated in the Memorandum and Articles of Association is the provision, in the interests of social welfare, of the facilities for the study, appreciation of the arts for the inhabitants of Hertford and the surrounding area and the advancement of the education of the general public in the arts.

The Trustees, who are also directors of the company, and acted throughout the period, except where indicated, are:

Mr M. A. Robinson
Mrs J. O'Sullivan (Resigned 13 October 2021)
Mrs S.R. Pohlinger (Resigned 6 May 2021)
Mrs S.J. Pickup
Mrs E. J. Radcliffe (Resigned 15 June 2022)
Mrs S. Webb (Resigned 10 November 2022)
Mrs M Ewer (Resigned 14 June 2022)
Mr J.A. Clark (Appointed 14 October 2021)
Mrs B.J. Hopkin (Appointed 14 October 2021)
Ms D Carolan (Appointed 10 November 2022)
Mr B Cox (Appointed 10 November 2022)
Ms A Fuller (Appointed 10 November 2022)

CONSTITUTION

The Courtyard Arts and Community Centre, company number 3044085, is a company limited by the guarantees of its members to a maximum of £10 each.

COMPANY INFORMATION

The company is a registered charity, number 1044469, and as such is a non-profit making organisation with solely charitable objectives. The company gained charitable status on 21st August 1995.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2022
(CONTINUED)

FINANCIAL ACTIVITIES

As the impact of Covid lockdowns lessened and activity increased, during the year the charity's total income increased to £159,099 (2021: £103,333). The level of expenditure in the year increased to £120,279 (2021: £106,030). Overall, the charity achieved a net surplus of £38,820 (2021: deficit £2,697).

The principal sources of funding for the charity are income from studio rents, rent and sales from exhibitions, charges for classes and grants received towards specific educational projects.

ACHIEVEMENTS AND PERFORMANCE

Since the turbulent times of last year, Courtyard Arts have gone through a period of rejuvenation and change. Our daily processes are back to normal after the protocols of the Covid-19 guidelines were lifted and the Centre is fully operational again, with all classes resuming, and the Gallery and shop areas open to all. In January 2022, Kate Davies left her role as Centre Director and was replaced by Laura Burns. With troubling financial times ahead for many in our community, Courtyard Arts is committed to keeping the programs it offers as accessible to as many of the local community as possible. We are still looking ahead to develop the Centre and expand our offer, appeal, and financial sustainability.

We manage 2 galleries: at the Centre and at Hanbury Manor. The gallery has hosted high quality exhibitions throughout the year, with visitors not just from the local area but from much further afield too. The Arts Trail was held from the 12th April to the 9th May 2021 in partnership with Hertford Town Council.

We have been able to allocate funds of £26k during the year to undertake a number of improvements which were originally part of the redevelopment plan. We received a legacy of £10,000 during the year, for which we are very grateful.

As ever, we review, test and improve our policies and procedures to ensure that we meet best practice, we are accountable and have sufficiently high levels of governance. Our strategic priorities are: to ensure that we are well run, compliant and effective; to maintain day to day operations; to raise large scale funds; the physical redevelopment of the Centre; to make improvements to the systems and processes; and to enhance member benefits.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2022
(CONTINUED)

ACHIEVEMENTS AND PERFORMANCE - continued

There are certainly challenges and risks ahead as we adapt to economic instability and cost of living rise over the next year. Despite this, our mission remains to be a launch-pad for all members of the community to achieve their artistic potential. We still have ambitious plans to expand the footprint of the Centre and the scope of our offer and client base. We also believe it is important to retain our friendly and inclusive culture. We are very grateful to the many enthusiastic and talented staff, tutors and volunteers who contribute so much, through thick and thin.

RESERVES

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which enables the charity to meet its management and administration costs as they fall due. The Trustees have assessed the level of net current assets required in the form of unrestricted funds to be £10,000. They have therefore set up a Development Fund to hold the balance of the net current assets, amounting to £16,791 at 31 March 2022 (2021: £11,014). The charity also holds a legacy of £10,000 received during the year which is included in designated funds as a Legacy Fund.

RISK MANAGEMENT

The trustees are aware of the requirements under SORP 2005 to identify and mitigate major risks faced by the organisation and are adopting appropriate policies to reduce exposure to those risks.

ASSETS AND OBLIGATIONS

The net assets of the company are available and adequate to fulfil its obligations.

INVESTMENT POWERS

Under the memorandum and articles of association, the charity has the power to make any investments, which the trustees see fit

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2022
(CONTINUED)

ORGANISATION

The board of trustees, which can have up to 8 members, administers the charity. The board meet monthly and individual trustees are responsible for specific areas i.e. Finance, Development, Marketing and Education. The management/administration team includes the Centre Director and Assistant Director, plus 15 tutors and 45 Volunteers who assist in the day to day operation of the Centre.

APPOINTMENT OF TRUSTEES

The board has established procedures for recruiting and appointing board members, including the initial identification of potential candidates, informal visits or discussions, consideration by the board and finally election by a majority of votes.

TRUSTEE INDUCTION AND TRAINING

New trustees undergo induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association and the committee and decision making process.

PUBLIC BENEFIT

In planning the charity's activities for the year the trustees have been mindful of the Charity Commission's guidance on public benefit. In particular, the charity welcomes all people to participate in its activities regardless of personal background, faith, gender or personal circumstances. This includes Outreach in schools, care homes and other settings as well as classes at the centre for specific groups.

POLICIES

All necessary policies (including those required by law) are in place and reviewed at least annually.

PLANS FOR FUTURE PERIODS

The charity continues to invest in improvements to its facilities and the trustees are considering a number of further development opportunities, including a major expansion of the existing premises. To date, £32,515 has been expended on professional fees and other charges relating to this possible expansion. Planning permission has been obtained, detailed specifications have been prepared and tenders have been received. During the year, £26,595 was spent on a new boiler, kitchen and other improvements which form part of the planned development.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2022
(CONTINUED)

TRUSTEES RESPONSIBILITIES

The trustees (who are also directors of The Courtyard Arts & Community Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mr M. A. Robinson – SECRETARY

22.3.23

Date

THE COURTYARD ARTS AND COMMUNITY CENTRE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of The Courtyard Arts and Community Centre ('the charitable company') for the year ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE

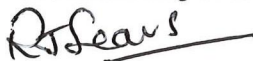
(CONTINUED)

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



R.J. Sears FCCA
Hentons
Chartered Accountants
Stag House
Old London Road
Hertford, Herts
SG13 7LA

Date: 24 MARCH 2023

THE COURTYARD ARTS AND COMMUNITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating the Income and Expenditure account)

FOR THE YEAR ENDED 31st MARCH 2022

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
INCOME	Notes	£	£	£	£	£
<i>Income from charitable activities:</i>						
Operation of Arts and Community centre:						
Studio Income		111,389	-	-	111,389	38,511
Gallery Income		7,181	-	-	7,181	2,697
Fundraising (net)		8,573	-	-	8,573	(244)
Grants and donations:	2	28,255	-	3,698	31,953	62,362
<i>Investment income:</i>						
Bank interest received:		3	-	-	3	7
Total income		<u>155,401</u>	<u>-</u>	<u>3,698</u>	<u>159,099</u>	<u>103,333</u>
EXPENDITURE						
<i>Expenditure on charitable activities:</i>						
Operation of Arts and Community Centre:						
		116,581	-	3,698	120,279	106,030
Total expenditure	3	<u>116,581</u>	<u>-</u>	<u>3,698</u>	<u>120,279</u>	<u>106,030</u>
Net expenditure for the year		38,820	-	-	38,820	(2,697)
Gross transfers between funds		(14,694)	15,777	(1,083)	-	-
Net movement in funds		<u>24,126</u>	<u>15,777</u>	<u>(1,083)</u>	<u>38,820</u>	<u>(2,697)</u>
Reconciliation of funds:						
Balances brought forward 1 April 2021		42,624	11,014	1,861	55,499	58,196
Balances carried forward as at 31 March 2022		<u>66,750</u>	<u>26,791</u>	<u>778</u>	<u>94,319</u>	<u>55,499</u>

None of the company's activities were acquired or discontinued during the current or previous year.

There are no recognised gains or losses other than the profit or loss that has been presented and dealt with in the statement of financial activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

(Company number 3044085, Registered charity number 1044469)

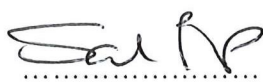
BALANCE SHEET

AS AT 31st MARCH 2022

	Notes	2022		2021	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		57,528		34,485
CURRENT ASSETS					
Debtors	8	2,156		5,583	
Cash at bank and in hand		<u>66,869</u>		<u>37,452</u>	
		69,025		43,035	
CREDITORS Amounts falling due within one year	9	<u>32,234</u>		<u>22,021</u>	
NET CURRENT ASSETS			36,791		21,014
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>94,319</u>		<u>55,499</u>
RESERVES					
Unrestricted funds			66,750		42,624
Designated Fund	13		26,791		11,014
Restricted funds	14		778		1,861
TOTAL CHARITY FUNDS			<u>94,319</u>		<u>55,499</u>

- (a) For the year ended 31 March 2022, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- (b) Members have not required the company to obtain an audit in accordance with section 476.
- (c) The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

ON BEHALF OF THE BOARD


.....
Ms S Pickup -Trustee


.....
Mr M Robinson - Trustee

Date: ... 22.3.23

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The financial statements are prepared under the historical cost convention and are in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity constitutes a public charity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

No significant judgements have had to be made by management in preparing these financial statements.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk to changes in value.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Pension costs

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022

1. ACCOUNTING POLICIES- continued

Expenditure and Irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the loan can be measured reliably. Expenditure on charitable activities include expenditure associated with art exhibitions and educational programs and their associated support costs.

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost. Any asset acquired for a value of less than £250 will be written off as expenditure in the period in which the expenditure was incurred.

Depreciation is provided, but not in the year of addition, at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures, fittings & equipment	-10% or 25% on cost
Premises improvements	-2.5% on cost.

Where improvements have been financed wholly or partly by grants received the net book value of these improvements should be reduced by the amount of the grant receivable. Leasehold improvements are shown in the Balance sheet net of Building grants received. The landlord (EHDC) have agreed in principle to a new 40 year lease which will be finalised once the proposed new development is underway, in line with which the existing leasehold improvements are now being written off over 40 years.

Limited by guarantee

The company is limited without share capital. In the event of the company being wound up, each member is liable to contribute to the payment of debts and liabilities of the company as may be required, not exceeding £10.

Operating leases

The charity classifies the lease of its property as an operating lease and the title to the property remains with the lessor. Rental payments under operating leases are charged as expenditure as incurred over the term of the lease.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2022

1 ACCOUNTING POLICIES - continued

Fund Accounting

Funds held by the charity are either:

Unrestricted general funds- These are funds, which can be used in accordance with the charitable objectives at the discretion of the Trustees. The Trustees have now set up a Development Fund within the unrestricted general funds.

Designated funds – These are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds- These are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or revenue grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance for art classes or provision of other specified service is deferred until the conditions for income recognition are met.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, receipt is expected and it can be measured reliably.

2. SOURCES OF MATERIAL GRANTS AND DONATIONS

	Unrestricted Funds	Restricted Funds	2022	2021
	£	£	£	£
Covid Job Retention Scheme	3,412	-	3,412	29,868
Covid Small Business Grant	12,226	-	12,226	20,241
Herts Community Foundation	-	-	-	3,230
HCC Locality Budget	-	1,300	1,300	1,000
Mind in Mid Herts	-	180	180	1,691
Art Reach Grant	-	500	500	3,000
Herts Year of Culture	-	-	-	300
Waitrose Community Grant	-	333	333	-
Brandles	-	385	385	-
Groundwork	-	500	500	-
Croudace Homes	-	500	500	-
Legacy	10,000	-	10,000	-
Other donations	2,617	-	2,617	3,032
	<u>28,255</u>	<u>3,698</u>	<u>31,953</u>	<u>62,362</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

3. EXPENDITURE ON CHARITABLE ACTIVITIES

<i>Operation of Arts and Community Centre:</i>	2022	2021
	£	£
Costs directly allocated to activities		
Artists sales and materials	8,544	4,672
Tutor fees	45,251	26,264
Project costs	3,698	4,478
Insurance	2,003	1,446
Depreciation	3,552	3,552
 Governance costs		
Administration costs	500	500
Independent examiners fees	3,590	3,310
 Support costs allocated to activities		
Rent	5,100	5,050
Rates	764	223
Light and heat	3,261	2,649
Cleaning	1,638	1,189
Repairs and renewals, .	2,955	1,090
Legal and professional	1,847	4,525
Postage, printing, stationery and marketing	11,179	3,646
Telephone & internet	2,606	3,340
Administration costs	23,791	40,096
	<u>120,279</u>	<u>106,030</u>

The total amount of support costs incurred in the period relating to the operation of the Arts and Community Centre amounted to £53,141 (2021: £61,808) and for governance costs were £4,090 (2021: £3,810).

4. OPERATING SURPLUS/ (DEFICIT)

	2022	2021
	£	£
The operating surplus/ (deficit) is stated after charging:		
Depreciation – owned assets	3,552	3,552
Independent examiners fees	3,590	3,310
Rentals payable under operating leases	5,100	5,050

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

5. TAXATION

No liability to UK corporation tax arose on ordinary activities for the year ended 31st March 2022 nor for the preceding year ended 31st March 2021.

The company has a charitable status which exempts it from corporation tax on the income it has received and the company is not registered for VAT purposes.

6. STAFF COSTS

The costs of employing staff which are included within Charitable activities in Note 3 were:

	2022	2021
	£	£
Wages and salaries	22,665	60,470
Social security costs	404	221
Pension contributions	572	2,643
	<u>23,641</u>	<u>63,334</u>

The average monthly number of employees during the year for administration and tutor fees was 8 (in 2021 there were 12). No employee's emoluments exceeded £60,000 during the year.

7. TANGIBLE FIXED ASSETS

	Short Leasehold property & improvements	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1st April 2021	28,821	34,799	63,620
Additions	<u>26,595</u>	<u>-</u>	<u>26,595</u>
At 31 st March 2022	<u>55,416</u>	<u>34,799</u>	<u>90,215</u>
Depreciation			
At 1st April 2021	1,440	27,695	29,135
Charge for year	<u>720</u>	<u>2,832</u>	<u>3,552</u>
At 31 st March 2022	<u>2,160</u>	<u>30,527</u>	<u>32,687</u>
Net Book Values			
At 31 st March 2022	<u>53,256</u>	<u>4,272</u>	<u>57,528</u>
At 31 st March 2021	<u>27,381</u>	<u>7,104</u>	<u>34,485</u>

The original cost of the leasehold improvements amounted to £78,821 and a Building grant of £50,000 was received against these costs.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

8. DEBTORS

	2022	2021
	£	£
Prepayments	-	1,300
Other debtors	<u>2,156</u>	<u>4,283</u>
	<u>2,156</u>	<u>5,583</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Deferred income (Note 10)	18,209	14,351
Trade creditors	6,226	2,199
Other taxes and social security costs	252	-
Accruals	<u>7,547</u>	<u>5,471</u>
	<u>32,234</u>	<u>22,021</u>

10. DEFERRED INCOME

	2022	2021
	£	£
At 1 April 2021	14,351	8,341
Amount released to incoming resources	(14,351)	(8,431)
Amount deferred in the year	<u>18,209</u>	<u>14,351</u>
At 31 March 2022	<u>18,209</u>	<u>14,351</u>

Deferred income relates to income received for class fees and grants in advance.

11. ULTIMATE CONTROLLING PARTY

The company has no ultimate controlling party during the current or preceding year.

12. RELATED PARTY TRANSACTIONS

During the year, one trustee received tutor fees of £1,025 (2021: one trustee, £2,760). Three trustees received reimbursement of incidental expenses of £389 (2021: one - £131). No trustee received any remuneration in the current or preceding year.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

13. ANALYSIS OF DESIGNATED FUNDS

	Balance at 01/04/2021	Incoming Resources	Utilised/ Released	Balance at 31/03/2022
	£	£	£	£
Development Fund	11,014	-	5,777	16,791
Legacy Fund	-	-	10,000	10,000
	<u>11,014</u>	<u>-</u>	<u>15,777</u>	<u>26,791</u>

ANALYSIS OF DESIGNATED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2020	Incoming Resources	Utilised/ Released	Balance at 31/03/2021
	£	£	£	£
Development Fund	<u>6,625</u>	<u>-</u>	<u>4,389</u>	<u>11,014</u>

The Development Fund was set up by the Trustees in 2011 to build a fund which can be utilised in future years on opportunities identified by Trustees to expand the charity.

The Legacy Fund relates to a £10,000 legacy received in the year. The Trustees intend to ensure that this sum is spent specifically to enhance and develop the operation of the Centre.

14. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS

	Balance at 01/04/2021	Movement in funds Incoming Resources	Utilised/ Released	Balance at 31/03/2022
	£	£	£	£
Pottery and Printing fund	694	-	(694)	-
Kiln fund	1,167	-	(389)	778
Outreach Fund	-	3,698	(3,698)	-
	<u>1,861</u>	<u>3,698</u>	<u>(4,781)</u>	<u>778</u>

ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2020	Movement in funds Incoming Resources	Utilised/ Released	Balance at 31/03/2021
	£	£	£	£
MAC computer fund 2	304	-	(304)	-
Pottery and Printing fund	1,389	-	(695)	694
Redevelopment fund	3,532	-	(3,532)	-
Kiln fund	1,556	-	(389)	1,167
Outreach Fund	-	9,221	(9,221)	-
	<u>6,781</u>	<u>9,221</u>	<u>(14,141)</u>	<u>1,861</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

14. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS - continued

The Outreach Fund relates to project work undertaken and completed by the charity during the year.

As at 31st March 2022 the following restricted funds had not been utilised:

Kiln Fund

In a previous year grants and donations were received as a contribution towards the cost of a new kiln and the remaining balance of £778 is available to be offset against future depreciation.

The capital element of grants received will be released to the unrestricted general funds over a time period in line with the depreciation policy of the assets which have been capitalised and will be included within the transfer between funds.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	778	-	-	778
Development Fund	-	-	26,791	26,791
Unrestricted Funds	56,750	(30,078)	40,078	66,750
	<u>57,528</u>	<u>(30,078)</u>	<u>66,869</u>	<u>94,319</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PREVIOUS YEAR

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	1,861	-	-	1,861
Development Fund	-	-	11,014	11,014
Unrestricted Funds	32,624	(16,438)	26,438	42,624
	<u>34,485</u>	<u>(16,438)</u>	<u>37,452</u>	<u>55,499</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022

16. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
INCOME					
<i>Income from charitable activities:</i>					
Operation of Arts and Community centre:					
Studio Income	38,511	-	-	38,511	106,467
Gallery Income	2,697	-	-	2,697	18,336
Fundraising (net)	(244)	-	-	(244)	6,888
Grants and donations:	53,141	-	9,221	62,362	4,200
<i>Investment income:</i>					
Bank interest received:	7	-	-	7	78
Total income	94,112	-	9,221	103,333	135,969
EXPENDITURE					
<i>Expenditure on charitable activities:</i>					
Operation of Arts and Community Centre:	93,277	-	12,753	106,030	142,532
Total expenditure	93,277	-	12,753	106,030	142,532
Net expenditure for the year	835	-	(3,532)	(2,697)	(6,563)
Gross transfers between funds	(3,001)	4,389	(1,388)	-	-
Net movement in funds	(2,166)	4,389	(4,920)	(2,697)	(6,563)
Reconciliation of funds:					
Balances brought forward 1 April 2020	44,790	6,625	6,781	58,196	64,759
Balances carried forward as at 31 March 2021	42,624	11,014	1,861	55,499	58,196

THE COURTYARD ARTS AND COMMUNITY CENTRE

England & Wales - Charity number 1044469

Accounts

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2021
FOR
THE COURTYARD ARTS AND COMMUNITY CENTRE

Company Number : 03044085

Registered Charity Number :1044469

THE COURTYARD ARTS AND COMMUNITY CENTRE

INDEX TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

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Statement of Financial Activities	9
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Detailed Income and Expenditure Account	20

THE COURTYARD ARTS AND COMMUNITY CENTRE

COMPANY INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2021

TRUSTEES/DIRECTORS : Mr M. A. Robinson
Ms J. O'Sullivan
Mrs S.J. Pickup
Mrs E. J. Radcliffe
Mrs S. Webb
Mrs M Ewer

SECRETARY: Mr M. A. Robinson

REGISTERED OFFICE: The Stables
Port Vale
Hertford
Hertfordshire
SG14 3AA

REGISTERED NUMBER: 03044085 (England and Wales)

CHARITY NUMBER: 1044469

INDEPENDENT EXAMINER: R.J. Sears FCCA
Meyer Williams
Chartered Accountants
and Registered Auditors
Stag House
Old London Road
Hertford, Herts
SG13 7LA

BANKERS: HSBC Bank plc
36 Fore Street
Hertford
Herts.
SG14 1BS

THE COURTYARD ARTS AND COMMUNITY CENTRE
REPORT OF THE TRUSTEES

(For the purposes of part 8 of the Charities Act 2011 and Directors' Report for the purposes of section 417 of the Companies Act 2006)

FOR THE YEAR ENDED 31st MARCH 2021

The Trustees present their annual report and financial statements for the year ended 31st March 2021. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102) issued in October 2019.

PRINCIPAL ACTIVITY

The principal activity of the charitable company as stated in the Memorandum and Articles of Association is the provision, in the interests of social welfare, of the facilities for the study, appreciation of the arts for the inhabitants of Hertford and the surrounding area and the advancement of the education of the general public in the arts.

The Trustees, who are also directors of the company, and acted throughout the period, except where indicated, are:

Mr M. A. Robinson	
Mrs S. J. Miller	Resigned 22 nd October 2020
Ms J. O'Sullivan	
Ms S Pickup	
Ms S Pohlinger	Resigned 6 th May 2021
Ms E Radcliffe	(Chair)
Ms S Webb	
Mr J Thompson	Resigned 7 th January 2021
Mrs M Ewer	Appointed 22 nd October 2020

CONSTITUTION

The Courtyard Arts and Community Centre, company number 3044085, is a company limited by the guarantees of its members to a maximum of £10 each.

COMPANY INFORMATION

The company is a registered charity, number 1044469, and as such is a non-profit making organisation with solely charitable objectives. The company gained charitable status on 21st August 1995.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2021
(CONTINUED)

FINANCIAL ACTIVITIES

During the year, primarily as a result of the pandemic, the charity's total income reduced to £103,333 (2020: £135,969). In addition, the level of expenditure in the year reduced to £106,030 (2020: £142,532). Overall the charity achieved a net deficit of £2,697 (2020: deficit £6,563).

The principal sources of funding for the charity are income from studio rents, rent and sales from exhibitions, charges for classes and grants received towards specific educational projects. During the year the Charity also received government support in the form of Covid Job Retention Scheme grants of £29,868 (2020 £1,174) and Covid Small Business Grants of £20,241 (2020 £Nil).

ACHIEVEMENTS AND PERFORMANCE

2020/21 was a year of turbulence as, like the whole world, we faced huge challenges, socially and financially, from the ongoing COVID-19 pandemic. We opened when we could and closed when the government told us to. We followed the rules cautiously to protect our members and the community in general.

All activities ceased during the first lockdown from March 2020. Some physical classes resumed from September 2020 but ceased with the second lockdown before Christmas 2020 until the end of the financial year. Our gallery, shop and café remained closed throughout the financial year. We had to make the difficult decision to cut costs and make three members of staff redundant.

We have undertaken several initiatives to keep on track as far as possible and look ahead to develop the Centre and expand our offer, appeal and financial sustainability.

Courtyard Arts remains a centre which welcomes all levels and interests of artists and facilitates engagement and fulfilment through art to many members and class attendees. Courtyard Arts enables local people to study, appreciate and practice art. We know that this improves their physical, mental and spiritual wellbeing and leads to more enriched lives.

We have been restricted in the number of events we have been able to hold in this last year. However, we did run a Christmas Bauble competition which brightened up the windows of Hertford Theatre. We repeated the project at Easter with our egg decorating competition in association with Mudlarks. We also ran three online quizzes during the various lockdowns.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2021
(CONTINUED)

ACHIEVEMENTS AND PERFORMANCE - continued

Outreach

Like many other organisations, lockdown prevented us from offering our normal outreach programme and we had to develop an alternative approach. We did this by creating ArtReach Packs, high quality educational art packs for disadvantaged children and teenagers who are experiencing poverty, digitally/socially isolated and/or have caring responsibilities and mental health challenges. The aim was to reach out, despite lockdown, providing a creative outlet to help improve confidence, mental health, and general wellbeing.

We delivered ArtReach packs over three phases throughout lockdown. A total of 85 packs were delivered to the Hertford District Food Bank. A further 95 were delivered to Young Carers in Hertfordshire.

ArtReach packs were funded by grants from the following organisations: East Herts Council, Hertfordshire Community Foundation, Clarion Housing, and Croudace Homes.

RESERVES

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which enables the charity to meet its management and administration costs as they fall due. The Trustees have assessed the level of net current assets required in the form of unrestricted funds to be £10,000. The Trustees have assessed the level of net current assets required in the form of unrestricted funds to be £10,000. They have therefore set up a Development Fund to hold the balance of the net current assets, amounting to £11,014 at 31 March 2021 (2020: £6,625).

RISK MANAGEMENT

The trustees are aware of the requirements under SORP 2005 to identify and mitigate major risks faced by the organisation and are adopting appropriate policies to reduce exposure to those risks.

ASSETS AND OBLIGATIONS

The net assets of the company are available and adequate to fulfil its obligations.

INVESTMENT POWERS

Under the memorandum and articles of association, the charity has the power to make any investments, which the trustees see fit

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2021

(CONTINUED)

ORGANISATION

The board of trustees, which can have up to 8 members, administers the charity. The board meet monthly and individual trustees are responsible for specific areas i.e. Finance, Development, Marketing and Education. The management/administration team includes the Centre Director plus 14 tutors and 40 Volunteers who assist in the day to day operation of the Centre.

APPOINTMENT OF TRUSTEES

The board has established procedures for recruiting and appointing board members, including the initial identification of potential candidates, informal visits or discussions, consideration by the board and finally election by a majority of votes.

TRUSTEE INDUCTION AND TRAINING

New trustees undergo induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association and the committee and decision making process.

PUBLIC BENEFIT

In planning the charity's activities for the year the trustees have been mindful of the Charity Commission's guidance on public benefit. In particular, the charity welcomes all people to participate in its activities regardless of personal background, faith, gender or personal circumstances. This includes Outreach in schools, care homes and other settings as well as classes at the centre for specific groups.

POLICIES

All necessary policies (including those required by law) are in place and reviewed at least annually.

PLANS FOR FUTURE PERIODS

The charity continues to invest in improvements to its facilities and the trustees are considering a number of further development opportunities, including a major expansion of the existing premises. To date, £31,203 has been expended on professional fees and other charges relating to this possible expansion. Planning permission has been obtained, detailed specifications have been prepared and tenders have been received.

THE COURTYARD ARTS AND COMMUNITY CENTRE

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31st MARCH 2021
(CONTINUED)

TRUSTEES RESPONSIBILITIES

The trustees (who are also directors of The Courtyard Arts & Community Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice


Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mr M. A. Robinson – SECRETARY

18/1/22

Date

THE COURTYARD ARTS AND COMMUNITY CENTRE

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE**

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of The Courtyard Arts and Community Centre ('the charitable company') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

THE COURTYARD ARTS AND COMMUNITY CENTRE

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE COURTYARD ARTS AND COMMUNITY CENTRE**


(CONTINUED)

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



R.J. Sears FCCA
Meyer Williams
Chartered Accountants
Stag House
Old London Road
Hertford, Herts
SG13 7LA

Date: 19 JANUARY 2022

THE COURTYARD ARTS AND COMMUNITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating the Income and Expenditure account)

FOR THE YEAR ENDED 31st MARCH 2021

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
INCOME	Notes	£	£	£	£	£
<i>Income from charitable activities:</i>						
<i>Operation of Arts and Community centre:</i>						
Studio Income		38,511	-	-	38,511	106,467
Gallery Income		2,697	-	-	2,697	18,336
Fundraising (net)		(244)	-	-	(244)	6,888
Grants and donations:	2	53,141	-	9,221	62,362	4,200
<i>Investment income:</i>						
Bank interest received:		7	-	-	7	78
Total income		<u>94,112</u>	<u>-</u>	<u>9,221</u>	<u>103,333</u>	<u>135,969</u>
EXPENDITURE						
<i>Expenditure on charitable activities:</i>						
<i>Operation of Arts and Community Centre:</i>						
		93,277	-	12,753	106,030	142,532
Total expenditure	3	<u>93,277</u>	<u>-</u>	<u>12,753</u>	<u>106,030</u>	<u>142,532</u>
Net expenditure for the year		835	-	(3,532)	(2,697)	(6,563)
Gross transfers between funds		(3,001)	4,389	(1,388)	-	-
Net movement in funds		<u>(2,166)</u>	<u>4,389</u>	<u>(4,920)</u>	<u>(2,697)</u>	<u>(6,563)</u>
Reconciliation of funds:						
Balances brought forward 1 April 2020		44,790	6,625	6,781	58,196	64,759
Balances carried forward as at 31 March 2021		<u>42,624</u>	<u>11,014</u>	<u>1,861</u>	<u>55,499</u>	<u>58,196</u>

None of the company's activities were acquired or discontinued during the current or previous year.

There are no recognised gains or losses other than the profit or loss that has been presented and dealt with in the statement of financial activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

(Company number 3044085, Registered charity number 1044469)

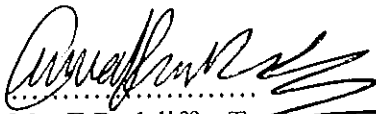
BALANCE SHEET

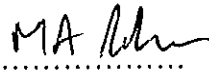
AS AT 31st MARCH 2021

	Notes	2021		2020	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		34,485		38,039
CURRENT ASSETS					
Debtors	8	5,583		7,043	
Cash at bank and in hand		<u>37,452</u>		<u>32,933</u>	
		43,035		39,976	
CREDITORS Amounts falling due within one year					
	9	<u>22,021</u>		<u>19,819</u>	
NET CURRENT ASSETS			21,014		20,157
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>55,499</u>		<u>58,196</u>
RESERVES					
Unrestricted funds			42,624		44,790
Designated Fund	13		11,014		6,625
Restricted funds	14		<u>1,861</u>		<u>6,781</u>
TOTAL CHARITY FUNDS			<u>55,499</u>		<u>58,196</u>

- (a) For the year ended 31 March 2021, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- (b) Members have not required the company to obtain an audit in accordance with section 476.
- (c) The directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

ON BEHALF OF THE BOARD


 Mrs E Radcliffe - Trustee


 Mr M Robinson - Trustee

Date: 18/11/22

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The financial statements are prepared under the historical cost convention and are in accordance with the Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity constitutes a public charity as defined by FRS 102.

The Trustees have a reasonable expectation that the Charity will have adequate resources to continue in operational existence for the foreseeable future. In making this assessment the Trustees have considered the impact of the current coronavirus outbreak ("COVID-19") on the Charity, its beneficiaries, its clients, and third-party suppliers

While there is uncertainty about the impact that COVID-19 will have on the global economy the Trustees do not believe it impacts the use of the going concern basis of preparation nor does it cast significant doubt about the Charity's ability to continue as a going concern for a period of twelve months from the date of the financial statements being authorised for issue.

The Trustees consider the Charity to be sufficiently robust that its operations will not be significantly affected and that it will be able to generate and maintain sufficient levels of cash in order to meet its overhead commitments for at least the period under review. The Charity therefore continues to adopt the going concern basis in preparing its financial statements

No significant judgements have had to be made by management in preparing these financial statements

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments that are readily convertible to known amounts of cash and are subject to an insignificant risk to changes in value.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2021

1. ACCOUNTING POLICIES- continued

Expenditure and Irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the loan can be measured reliably. Expenditure on charitable activities include expenditure associated with art exhibitions and educational programs and their associated support costs.

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost. Any asset acquired for a value of less than £250 will be written off as expenditure in the period in which the expenditure was incurred.

Depreciation is provided, but not in the year of addition, at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures, fittings & equipment	-10% or 25% on cost
Premises improvements	-2.5% on cost.

Where improvements have been financed wholly or partly by grants received the net book value of these improvements should be reduced by the amount of the grant receivable. Leasehold improvements are shown in the Balance sheet net of Building grants received. The landlord (EHDC) have agreed in principle to a new 40 year lease which will be finalised once the proposed new development is underway, in line with which the existing leasehold improvements are now being written off over 40 years.

Limited by guarantee

The company is limited without share capital. In the event of the company being wound up, each member is liable to contribute to the payment of debts and liabilities of the company as may be required, not exceeding £10.

Operating leases

The charity classifies the lease of its property as an operating lease and the title to the property remains with the lessor. Rental payments under operating leases are charged as expenditure as incurred over the term of the lease.

Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021

1 ACCOUNTING POLICIES - continued

Fund Accounting

Funds held by the charity are either:

Unrestricted general funds- These are funds, which can be used in accordance with the charitable objectives at the discretion of the Trustees. The Trustees have now set up a Development Fund within the unrestricted general funds.

Designated funds – These are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds- These are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

Income recognition

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or revenue grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Government assistance in the year has been provided in the form of the Job Retention Scheme totalling £29,868 (2020 £1,174) and Covid Small Business grants of £20,241 (2020 £Nil)

Income received in advance for art classes or provision of other specified service is deferred until the conditions for income recognition are met.

Pension costs

The charity operates a defined contribution pension scheme. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. SOURCES OF MATERIAL GRANTS AND DONATIONS

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
Covid Job Retention Scheme	29,868	-	29,868	1,174
Covid Small Business Grant	20,241	-	20,241	-
Herts Community Foundation	-	3,230	3,230	-
HCC Locality Budget	-	1,000	1,000	-
Mind in Mid Herts	-	1,691	1,691	-
Art Reach Grant	-	3,000	3,000	-
Herts Year of Culture	-	300	300	-
Other donations	3,032	-	3,032	3,026
	<u>53,141</u>	<u>9,221</u>	<u>62,362</u>	<u>4,200</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2021

3. EXPENDITURE ON CHARITABLE ACTIVITIES

<i>Operation of Arts and Community Centre:</i>	2021	2020
	£	£
Costs directly allocated to activities		
Artists sales and materials	4,672	19,502
Tutor fees	26,264	44,831
Project costs	4,478	4,276
Insurance	1,446	1,424
Depreciation	3,552	1,865
Governance costs		
Administration costs	500	500
Independent examiners fees	3,310	3,180
Support costs allocated to activities		
Rent	5,050	6,650
Rates	223	911
Light and heat	2,649	3,059
Cleaning	1,189	1,471
Repairs and renewals, .	1,090	1,728
Legal and professional	4,525	-
Postage, printing, stationery and marketing	3,646	10,151
Telephone & internet	3,340	991
Administration costs	40,096	41,993
	<u>106,030</u>	<u>142,532</u>

The total amount of support costs incurred in the period relating to the operation of the Arts and Community Centre amounted to £61,808 (2020: £66,954) and for governance costs were £3,810 (2020: £3,680).

4. OPERATING SURPLUS/ (DEFICIT)

	2021	2020
	£	£
The operating surplus/ (deficit) is stated after charging:		
Depreciation – owned assets	3,552	1,865
Independent examiners fees	3,310	3,180
Rentals payable under operating leases	5,050	6,650

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2021

5. TAXATION

No liability to UK corporation tax arose on ordinary activities for the year ended 31st March 2021 nor for the preceding year ended 31st March 2020.

The company has a charitable status which exempts it from corporation tax on the income it has received and the company is not registered for VAT purposes.

6. STAFF COSTS

The costs of employing staff which are included within Charitable activities in Note 3 were:

	2021	2020
	£	£
Wages and salaries	60,470	58,133
Social security costs	221	972
Pension contributions	<u>2,643</u>	<u>2,189</u>
	<u>63,334</u>	<u>61,294</u>

The average monthly number of employees during the year for administration and tutor fees was 12 (in 2020 there were 12). No employee's emoluments exceeded £60,000 during the year.

7. TANGIBLE FIXED ASSETS

	Short Leasehold property & improvements	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1st April 2020	28,821	34,799	63,620
Additions	-	-	-
At 31 st March 2021	<u>28,821</u>	<u>34,799</u>	<u>63,620</u>
Depreciation			
At 1st April 2020	720	24,863	25,583
Charge for year	720	2,832	3,552
At 31 st March 2021	<u>1,440</u>	<u>27,695</u>	<u>29,135</u>
Net Book Values			
At 31 st March 2021	<u>27,381</u>	<u>7,104</u>	<u>34,485</u>
At 31 st March 2020	<u>28,101</u>	<u>9,936</u>	<u>38,037</u>

The original cost of the leasehold improvements amounted to £78,821 and a Building grant of £50,000 was received against these costs.

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2021

8. DEBTORS	2021	2020
	£	£
Prepayments	1,300	1,300
Other debtors	<u>4,283</u>	<u>5,743</u>
	<u>5,583</u>	<u>7,043</u>
9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2021	2020
	£	£
Deferred income (Note 10)	14,351	8,341
Trade creditors	2,199	5,774
Other taxes and social security costs	-	903
Accruals	<u>5,471</u>	<u>4,801</u>
	<u>22,021</u>	<u>19,819</u>
10. DEFERRED INCOME	2021	2020
	£	£
At 1 April 2020	8,341	10,578
Amount released to incoming resources	(8,341)	(10,578)
Amount deferred in the year	<u>14,351</u>	<u>8,341</u>
At 31 March 2021	<u>14,351</u>	<u>8,341</u>

Deferred income relates to income received for class fees and grants in advance.

11. ULTIMATE CONTROLLING PARTY

The company has no ultimate controlling party during the current or preceding year.

12. RELATED PARTY TRANSACTIONS

During the year, one trustee received tutor fees of £3,029 (2020: £2,760), one trustee received reimbursement of £131 incidental expenses in the year (2020: one - £401), and no trustee received money from shop and art sales in the year (2020: one trustees £89).

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2021

13. ANALYSIS OF DESIGNATED FUNDS

	Balance at 01/04/20 £	Incoming Resources £	Utilised/ Released £	Balance at 31/03/2021 £
Development Fund	6,625	-	4,389	11,014

ANALYSIS OF DESIGNATED FUNDS – PREVIOUS YEAR

	Balance at 01/04/19 £	Incoming Resources £	Utilised/ Released £	Balance at 31/03/2020 £
Development Fund	21,107	-	(14,482)	6,625

The Development Fund was set up by the Trustees in 2011 to build a fund which can be utilised in future years on opportunities identified by Trustees to expand the charity.

14. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS

	Balance at 01/04/2020 £	Movement in funds Incoming Resources £	Utilised/ Released £	Balance at 31/03/2021 £
MAC computer fund 2	304	-	(304)	-
Pottery and Printing fund	1,389	-	(695)	694
Redevelopment fund	3,532	-	(3,532)	-
Kiln fund	1,556	-	(389)	1,167
Outreach Fund	-	9,221	(9,221)	-
	<u>6,781</u>	<u>9,221</u>	<u>(14,141)</u>	<u>1,861</u>

ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS – PREVIOUS YEAR

	Balance at 01/04/2019 £	Movement in funds Incoming Resources £	Utilised/ Released £	Balance at 31/03/2020 £
MAC computer fund 2	609	-	(305)	304
Pottery and Printing fund	4,041	-	(2,652)	1,389
Redevelopment fund	3,532	-	-	3,532
Kiln fund	1,945	-	(389)	1,556
Outreach Fund	-	1,798	(1,798)	-
	<u>10,127</u>	<u>1,798</u>	<u>(5,144)</u>	<u>6,781</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2021

14. ANALYSIS OF MOVEMENT IN RESTRICTED FUNDS - continued

The Outreach Fund relates to project work undertaken and completed by the charity during the year.

As at 31st March 2021 the following restricted funds had not been utilised:

Kiln Fund

In a previous year grants and donations were received as a contribution towards the cost of a new kiln and the remaining balance of £1,167 is available to be offset against future depreciation.

Pottery and Printing Fund

Grants totalling £4,735 were received in 2017/18 towards the cost of new equipment of which £694 remains available to be offset against future depreciation charges on assets purchased from the fund.

The capital element of grants received will be released to the unrestricted general funds over a time period in line with the depreciation policy of the assets which have been capitalised and will be included within the transfer between funds.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	1,861	-	-	1,861
Development Fund	-	-	11,014	11,014
Unrestricted Funds	32,624	(16,438)	26,438	42,624
	<u>34,485</u>	<u>(16,438)</u>	<u>37,452</u>	<u>55,499</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS – PREVIOUS YEAR

	Tangible Fixed Assets £	Net Current Liabilities £	Cash at Bank £	Total £
Restricted Funds	2,749	-	4,032	6,781
Development Fund	-	-	6,625	6,625
Unrestricted Funds	35,290	(12,776)	22,276	44,790
	<u>38,039</u>	<u>(12,776)</u>	<u>32,933</u>	<u>58,196</u>

THE COURTYARD ARTS AND COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2021

16. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£	£
INCOME					
<i>Income from charitable activities:</i>					
Operation of Arts and Community centre:					
Studio Income	106,467	-	-	106,467	97,127
Gallery Income	18,336	-	-	18,336	17,539
Fundraising (net)	6,888	-	-	6,888	11,506
Grants and donations:	1,228	-	2,972	4,200	14,282
<i>Investment income:</i>					
Bank interest received:	78	-	-	78	72
Total income	132,997	-	2,972	135,969	140,526
EXPENDITURE					
<i>Expenditure on charitable activities:</i>					
Operation of Arts and Community Centre:					
Total expenditure	137,602	-	4,930	142,532	158,123
Net expenditure for the year	(4,605)	-	(1,958)	(6,563)	(17,597)
Gross transfers between funds	15,870	(14,482)	(1,388)	-	-
Net movement in funds	11,265	(14,482)	(3,346)	(6,563)	(17,597)
Reconciliation of funds:					
Balances brought forward 1 April 2019	33,525	21,107	10,127	64,759	82,356
Balances carried forward as at 31 March 2020	44,790	6,625	6,781	58,196	64,759