

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

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FOR THE YEAR ENDED 31ST MARCH 2021

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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.

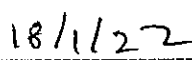
The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding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



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>						
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:	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>						
Operation of Arts and Community Centre:		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)

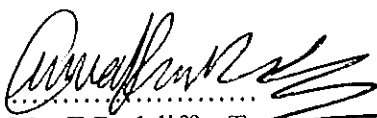
BALANCE SHEET

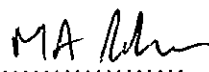
AS AT 31st MARCH 2021

	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

Operation of Arts and Community Centre:	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
	106,030	142,532

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	2,643	2,189
	<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	4,283	5,743
	<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	5,471	4,801
	<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	14,351	8,341
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		Balance at 31/03/2021 £
		Incoming Resources £	Utilised/ Released £	
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		Balance at 31/03/2020 £
		Incoming Resources £	Utilised/ Released £	
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:	137,602	-	4,930	142,532	158,123
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