

REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>ST</sup> 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 31<sup>ST</sup> MARCH 2025**

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**THE COURTYARD ARTS AND COMMUNITY CENTRE**

**COMPANY INFORMATION**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

<b>TRUSTEES/DIRECTORS :</b>	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
<b>SECRETARY:</b>	Mr M. A. Robinson
<b>REGISTERED OFFICE:</b>	The Stables Port Vale Hertford Hertfordshire SG14 3AA
<b>REGISTERED NUMBER:</b>	03044085 (England and Wales)
<b>CHARITY NUMBER:</b>	1044469
<b>CHARITY WEBSITE:</b>	<a href="http://www.courtyardarts.org.uk">www.courtyardarts.org.uk</a>
<b>INDEPENDENT EXAMINER:</b>	S Hudson ACA Hentons Stag House Old London Road Hertford, Herts SG13 7LA
<b>BANKERS:</b>	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 31<sup>st</sup> MARCH 2025**

The Trustees present their annual report and financial statements for the year ended 31<sup>st</sup> 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 21<sup>st</sup> August 1995.



## **THE COURTYARD ARTS AND COMMUNITY CENTRE**

### **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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
<b>Total income</b>		<b>149,010</b>	<b>-</b>	<b>-</b>	<b>149,010</b>	<b>150,556</b>
<b>EXPENDITURE</b>						
<i>Expenditure on charitable activities:</i>						
Operation of Arts and Community Centre:		151,013	-	-	151,013	154,679
<b>Total expenditure</b>	3	<b>151,013</b>	<b>-</b>	<b>-</b>	<b>151,013</b>	<b>154,679</b>
<b>Net income for the year</b>		<b>(2,003)</b>	<b>-</b>	<b>-</b>	<b>(2,003)</b>	<b>(4,123)</b>
Gross transfers between funds		(861)	861	-	-	-
<b>Net movement in funds</b>		<b>(2,864)</b>	<b>861</b>	<b>-</b>	<b>(2,003)</b>	<b>(4,123)</b>
<b>Reconciliation of funds:</b>						
Balances brought forward 1 April 2024		57,282	38,467	-	95,749	99,872
<b>Balances carried forward as at 31 March 2025</b>		<b>54,418</b>	<b>39,328</b>	<b>-</b>	<b>93,746</b>	<b>95,749</b>

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 31<sup>st</sup> MARCH 2025

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

**3. EXPENDITURE ON CHARITABLE ACTIVITIES**

<i>Operation of Arts and Community Centre:</i>	2025	2024
	£	£
<b>Costs directly allocated to activities</b>		
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
<b>Governance costs</b>		
Administration costs	500	500
Independent examiners fees	4,110	4,230
<b>Support costs allocated to activities</b>		
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 31<sup>st</sup> 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 31<sup>st</sup> March 2025 nor for the preceding year ended 31<sup>st</sup> 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 31<sup>st</sup> MARCH 2025

7. TANGIBLE FIXED ASSETS

	Short Leasehold property & improvements	Fixtures, fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1st April 2024	55,416	37,108	92,524
Additions	-	1,134	1,134
At 31 <sup>st</sup> March 2025	<u>55,416</u>	<u>38,242</u>	<u>93,658</u>
<b>Depreciation</b>			
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 <sup>st</sup> March 2025	<u>12,635</u>	<u>35,955</u>	<u>48,590</u>
<b>Net Book Values</b>			
At 31 <sup>st</sup> March 2025	<u>42,781</u>	<u>2,287</u>	<u>45,068</u>
At 31 <sup>st</sup> 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 31<sup>st</sup> MARCH 2025**

**8. DEBTORS**

	2025 £	2024 £
Other debtors	10,148	10,826
	<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	4,760	4,859
	<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	18,116	20,772
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 31<sup>st</sup> 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		Balance at 31/03/2025
	£	Incoming Resources £	Utilised/ Released £	£
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		Balance at 31/03/2024
	£	Incoming Resources £	Utilised/ Released £	£
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 31<sup>st</sup> 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 31<sup>st</sup> MARCH 2025**

**16. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
<b>INCOME</b>					
<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
<b>Total income</b>	<u>150,306</u>	<u>-</u>	<u>250</u>	<u>150,556</u>	<u>131,076</u>
<b>EXPENDITURE</b>					
<i>Expenditure on charitable activities:</i>					
Operation of Arts and Community Centre:	154,429	-	250	154,679	125,523
<b>Total expenditure</b>	<u>154,429</u>	<u>-</u>	<u>250</u>	<u>154,679</u>	<u>125,523</u>
<b>Net expenditure for the year</b>	(4,123)	-	-	(4,123)	5,553
Gross transfers between funds	(4,520)	4,909	(389)	-	-
<b>Net movement in funds</b>	<u>(8,643)</u>	<u>4,909</u>	<u>(389)</u>	<u>(4,123)</u>	<u>5,553</u>
<b>Reconciliation of funds:</b>					
Balances brought forward 1 April 2023	65,925	33,558	389	99,872	94,319
<b>Balances carried forward as at 31 March 2024</b>	<u>57,282</u>	<u>38,467</u>	<u>-</u>	<u>95,749</u>	<u>99,872</u>