



Registered Charity No – 1063754

Mark Elie Dance Foundation

Trustees' Report and Accounts 31 August
2021

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND
ADVISERS FOR THE YEAR ENDED 31 AUGUST 2021**

Trustees	Lynda Rosenior-Patten (Chair) Patsy Alexander Damian Rayne Salome Pressac (Appointed 31 May 2021) Yvonne Joan Iglauer (Appointed 31 March 2021) Dr Gabriella Beckles-Raymond (Appointed 31 March 2021)
Charity registered Number	1063754
Date of charitable registration	1 August 1997
Principal office	33B Portnall Road London W9 3BD
Secretary	Patsy Alexander
Independent examiner	Michelle Lewis ACCA
Bankers	Barclays Bank

TRUSTEES' REPORT FOR THE YEAR ENDED 31 AUGUST 2021

The Board of Trustees, who are the trustees for charity law purposes, submit their annual report and the financial statements of The Mark Elie Dance Foundation (also known as Portobello Dance School) for the year ended 31 August 2021. The Board of Trustees confirm that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities'.

Structure, governance and management

The 6 Trustees are:

1. Lynda Rosenior-Patten (Chair)
2. Patsy Alexander
3. Damian Rayne
4. Salome Pressac (Appointed 31 May 2021)
5. Yvonne Joan Iglauer (Appointed 31 March 2021)
6. Dr Gabriella Beckles-Raymond (Appointed 31 March 2021)

The Trustees play a primary role in ensuring good governance and functioning of the charity. The Board's role, functions and responsibilities are quite clearly defined.

The Charity currently has a dedicated team of operational staff, which includes active board members, who have helped to secure financial support and other resources which have contributed to the future planning and development of the organisation.

Governing document:

The Mark Elie Dance Foundation's constitution was adopted on 18 April 1997 and amended on 27 March 2007. The charity was registered on 1 August 1997.

Recruitment and appointment of trustees:

Members of the General Trustee Board are trustees for the purposes of charity law. New trustees may be appointed by resolution of a meeting of the trustees.

The Board of Trustees seeks to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body. The charity conducted a skills audit and then sought to identify those who would be willing to become trustees of the charity and use their own experience to assist the charity.

Risk Management:

We are committed to a policy of identifying, monitoring and managing the risks that might adversely affect the activities in which we are involved. In this context, risk is defined as the potential to fail to achieve charity objectives and for loss, financial and reputational, inherent in the environment in which we operate in the nature of the transactions undertaken.

The principal risk of the charity has been its dependence on school fees and voluntary income. Trustees have initiated various processes to mitigate such risk, so that the charity has sufficient reserves in the event of adverse condition(s).

The Trustees have also examined other operational and business risks which they face and confirm that they have taken steps to mitigate significant risks that may arise (where applicable).

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2021

Public Benefit:

The Trustees have complied with the duty in Section 4 of the Charities Act 2006 and have paid due regard to public benefit when preparing this report. The benefit provided to the public is consistent with the aims of the charity in UK.

Objectives and activities:

The Charity is based in North Kensington's diverse Notting Hill and is a popular weekend destination offering children from 3yrs to adults training in classical ballet, tap, street dance, musical theatre and vocal classes.

The objectives and activities are to widen participation in professional dance training/development by targeting local children/young people aged 3 - 19 who don't currently benefit from the Charity's Saturday school via a dedicated Schools Outreach Programme. A key aim is to position the school as a high-quality dance training facility and "feeder provision" to dance companies for talented, disadvantaged young dancers interested in pursuing careers in dance. The outreach programme will engage children/young people aged 3 - 19, primarily (but not exclusively) from BAME backgrounds who are traditionally, disproportionately underrepresented in the dance sector.

The Charity's educational enrichment strand, which provides opportunities to attend professional masterclasses/workshops delivered by dance professionals, has developed further during the financial year under review. This initiative will enable us to take our training to schools/community organisations we don't currently work with across RBKC and surrounding boroughs, to ensure those most disadvantaged will benefit the most, supported to access high-quality training activities so that local untapped talent can be exploited to its full potential in dance and theatre forms that have historically excluded them. Another ambition is to formalise professional collaborations with other key dance companies/theatre organisations/institutions with whom we currently work with to promote improved "joined up" provisions and appropriately profile the Charity as a vital local resource.

Achievements and performance:

This year the organisation successfully consolidated a number of important strategic partnerships with local stakeholders which will add value to the provision. These include:

- K&C Arts Week
- Young K&C
- Portobello Pavilion

Post Covid19 when we were unable to run our physical Saturday school which resulted in a loss of over 70% of our income from school fees, we successfully resumed physical classes in August 2021 and currently deliver a hybrid programme where most of our online provision are highly subsidised or free to all students with funds secured via increased donations.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

Despite the challenges of Covid19 last summer saw the very popular and heavily subscribed Portobello Summer Dance school pivot to an online provision which attracted many new users who ordinarily do not participate in dance activities but craved the opportunity to access our online provision for exercise and creative expression.

The summer project not only engaged our regular Saturday dance class attendees but also attracted new children from RBKC and neighbouring boroughs over 2 weeks during August.

We were able to do this with a Summer Play Scheme grant from John Lyons which meant we could run our successful summer school albeit virtually. Our staff, tutors and volunteers were all willing to support the summer project in whichever way they could at no additional cost to the school

The majority of participants (80%) identified as girls and were aged 7 - 14 years. The activities which included special workshops led by professional west end dancers provided the children with the opportunity to learn different dance styles including tap, contemporary, ballet and street dance in a fun, safe but professional setting. A new addition was sessions in musical theatre. The dance tutors helped the activity to be varied and interesting to the mixed ability groups.

As in previous years over seventy percent of the children who came to the summer school currently regularly attend the Saturday dance school and the other 30% were new so this enabled the children to develop social skills and form new friendship groups. The tutors' interactive approach and varied teaching styles suited the range of ages, abilities and learning styles. The participants were therefore able to learn 'live' dance genres beyond the world of "street dance" providing these often, marginalised children in particular with a different experience of dance. In this way all the participants gained a much deeper cultural experience and a "real world" insight to the world of dance which will hopefully inspire them to take up dance in the future and widen their cultural horizons.

The educational and enrichment strand was again generously supported by workshops led by professional dancers from leading west end shows including: Thriller Live! and Mathilda.

The interactive workshops provided evidence that these enrichment opportunities are an essential part of the activity and play a key role in helping to expand children's experience, thinking and horizons and hopefully will contribute to widening their life ambitions.

Donations of were also received from the Black Heart Foundation for the Classically British Black History project. In addition, £13,539.00 was secured in grant funding from K&C Foundation for the Gala for Grenfell Project.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

Plans for Future Developments:

Mark, supported by the current trustees continue to look to recruit new trustees with specific skill sets to build the board team. Additionally, for the first time in the organisation's history core funding was secured from the John Lyon's Charity to support the Administration and Artistic Direction. Also, trustees are currently liaising with a JLC consultant regarding the organisation's 3-year strategic plan with a view to building organisational capacity / infrastructure and strengthening administrative support to enable Mark to focus more on the strategic development of the foundation and less on the operational tasks.

Alongside this an independent fundraising consultant is working with trustees to develop the fundraising strategy (part of the overall strategic plan) which includes researching and identifying new funding streams, investors and sponsors.

Financial review:

The Charity made a surplus of £3,325 in the financial year (2020: £11,495). Restricted funding of £4,728 has been carried forward into the new year. The reserve policy was reviewed during the year and it was agreed that reserves will be held to cover six months support costs. The unrestricted reserves held at 31 August 2021 was £13,240.

The Charity currently aims to designate the total fund received less expenses for the main objective of the charity.

Plans for future periods:

The Charity plans to develop various fundraising strategies to include community outreach, private exhibitions and auctions. Besides community outreach and events, the charity is aiming to achieve its targets through securing philanthropic donations from supportive individuals.

Statement of Board of Trustees' responsibilities:

The Board of Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2021

Charity law applicable to charities in England/Wales requires the Board of Trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Board of Trustees have:

- Selected suitable accounting policies and applied them consistently,
- Made judgments and estimates that are reasonable and prudent,
- Stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepared the financial statements on a going concern basis (unless it is inappropriate to presume that the Charity will continue in operation).

The Board of Trustees has overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records.

disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

The Board of Trustees is responsible for the maintenance and integrity of the corporate and financial information. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement of disclosure of information to independent examiner

We, as the Trustees of the Charity who held office at the date of approval of these financial statements as set out on page 2 each confirm, as far as we are aware, that:

- There is no relevant information of which the Charity's independent examiner are unaware; and we have
- taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

Independent Examiner:

The Charity's independent examiner, Michelle Lewis ACCA, has indicated her willingness to continue in office and offers herself for appointment.

This report was approved by the Trustees on and signed on their behalf by Lynda Rosenior-Patten:



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1/05/2022

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 AUGUST 2021**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE MARK ELIE DANCE FOUNDATION

I report on the financial statements of the charity for the year ended 31 August 2021 which comprise the Statement of Financial Activities and Balance Sheet with associate notes.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. 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 an independent examiner's 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 examination work.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed: *M Lewis*

Dated: 1/5/2022

Michelle Lewis ACCA

STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating income and expenditure account)
FOR THE YEAR ENDED 31 AUGUST 2021

		Unrestricted	Restricted	Total Funds	Total Funds
		2021	2021	2021	2020
	Notes	£	£	£	£
Incoming resources	3				
Donations and Grants		14,173	45,852	60,025	29,939
Gift Aid		-	-	-	-
Other Income		4,207		4,207	8,320
Total Incoming resources		18,380	45,852	64,232	38,259
Resources expended					
Direct charitable expenditure		10,057	50,850	60,907	26,764
Governance costs		-	-	-	-
Total Resources expended		10,057	50,850	60,907	26,764
Movement in total fund for the year- Net income / (expenditure) For the year		8,323	(4,998)	3,325	11,495
Fund balance brought forward		4,917	9,726	14,643	3,148
Fund balance carried forward		13,240	4,728	17,968	14,643

BALANCE SHEET
AS AT 31 AUGUST 2021

	Note	2021 £	2021 £	2020 £	2020 £
FIXED ASSETS					
Tangible assets			-		-
CURRENT ASSETS					
Debtors: Amount falling due within one year	3	-		5,200	
Cash at bank		17,968		14,643	
		<u>17,968</u>		<u>19,843</u>	
CREDITORS: amounts falling due within one year		<u>-</u>		<u>5,200</u>	
NET CURRENT ASSETS			<u>17,968</u>		<u>14,643</u>
NET ASSETS			<u>17,968</u>		<u>14,643</u>
CHARITY FUNDS					
Unrestricted funds Brought Forward		13,240		4,917	
Restricted funds		4,728		9,726	
Net Movements in funds		-		-	
Other Gains		-		-	
TOTAL FUNDS			<u>4,728</u>		<u>14,643</u>

The financial statements were approved by the Trustees on 1 May 2022 and signed on their behalf, by Lynda Rosenior-Patten:



The notes on pages 10 – 12 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 AUGUST 2021**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in December 2005 and applicable accounting standards.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund are set out in the notes to the financial statements.

1.3 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.4 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Grants payable is charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the yearend are noted as a commitment, but not accrued as expenditure.

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 AUGUST 2021

2. TRUSTEE EXPENSES

There were no Trustee expenses paid during 2021 and 2020.

During the year, the Board agreed to pay the Chair a professional fee of £3,375 (2020 Nil)

3. DETAILED STATEMENT OF FINANCIAL ACTIVITIES:

Donations and Grants	2021	2020
Donations	14,173	10,700
Kensington & Chelsea	12,852	13,539
RBKC	500	500
Black Heart Trust	2,500	-
John Lyon Trust	20,000	5,200
Arts Council	10,000	
Total Donations and Grants	60,025	29,939
Other Income	4,207	8,320
Total incoming resources	64,232	38,259
Resources Expended		
Director Remuneration	6,440	
Teacher fees	9,899	3,331
Staff costs & Administration	18,766	4,129
Dance studio rental	6,000	9,352
Equipment	1,665	-
Insurance	67	67
Events/Shows	9,641	2,535
Professional Fees	3,375	
Web development	861	
Summer School	-	5,200
IT & Social Media	1,114	496
Uniform	2,462	815
Sundry expenses	617	839
Total resources expended	60,907	26,764