

THE POETRY SCHOOL
(COMPANY NO. 03434849)
(CHARITY NO. 1069314)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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THE POETRY SCHOOL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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THE POETRY SCHOOL

CHAIR'S REPORT

FOR THE YEAR ENDED 31 MARCH 2023

After a challenging two years for arts organisations, the Poetry School lives on with the 27th successful year of high quality teaching programmes for adults to develop their poetry. Whether the student is a beginner to writing poetry or one with substantive experience embarking on our MA, The Poetry School provides the environment for students to make poetry happen.

The transition post COVID continues successfully for its third year and the School has successfully operated its third year in the flexible working environment at Somerset House reducing overheads and carbon footprint in the process. Through the hard work of staff, tutors, students and trustees, plus the support of Arts Council England (ACE) and other friends, The Poetry School continued to provide 100s of courses and workshops to a diverse, eclectic and talented student body which make the school such a vibrant place. Operating across the UK with in-person classes from Exeter to Manchester to Leeds, the School engages with its communities of creative practitioners both in-person and online in the UK and globally.

In the report provided below COO Jonathan Sharples outlines the work that the school has undertaken and shows how the school has adapted and even thrived during these difficult times. The School has had an extraordinarily turbulent year having spent six months outside the ACE National Portfolio until re-entering as National Portfolio Organisation on the Transfer Programme in the autumn of 2023. This was of crucial importance to the School as doing so secured invaluable unrestricted funding for a further two years. In preparation for our transfer to the Arts Council North portfolio, the School quickly committed to establishing possible options for administrative headquarters and permanent in person teaching facilities in one or possibly more than one location in Leeds, Manchester, Newcastle and a maximum of two other locations. We were therefore delighted that the year could culminate with not only successfully opening our new, registered office in Leeds city centre, but also the exciting beginnings of trustee recruitment with two strong candidates emerging based in York and Sheffield respectively.

The School has sustained its partnerships during this challenging time and the Prizes continued to run very successfully with virtual ceremonies. Two particular partnerships which deserve specific recognition are the 6th year of Ginkgo Prize, the world's largest prize for ecopoetry with the Summer 2023 ceremony planned at the South Bank Centre as part of Poetry International and the sustained expansion of Poet Laureate Simon Armitage's Laurel Prize into its 4th year.

Board stability is a key facet of the School's success and only two members – Latiya Nanton and Catherine Birch – stepped down this year having served the School for 5 years. Enormous thanks to all individuals for their tireless work over the past couple of years.

The School remains robust financially despite the challenging economic conditions we all face today and the organisational risk rating from ACE continues to be 'Minor', for which the School should be proud. ACE has judged the organisation 'Strong' in all aspects and sustained gentle expansion looks promising both in the UK and beyond in the coming year. The rich and diverse creative programme is second to none, the financial base is solid with appropriate reserves being maintained and the future looks positive as the School enters its 27th year.



Richard Forsdyke

CHAIR OF THE BOARD OF TRUSTEES

30 December 2024

THE POETRY SCHOOL
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their report for the year ended 31 March 2024.

Reference and Administrative Details

TRUSTEES

Richard Forsdyke (Chair)
Helen Taylor
Latiya Nanton (appointed 05 December 2019, resigned 28 February 2024)
Denise Saul
Catherine Birch (appointed 01 December 2019, resigned 30 June 2024)
Jonathan Teyssandier
Hannah Etim-Gorst (appointed 5 September 2023)
Jonathan Sharples (appointed 5 September 2023)
Katherine Columbus (appointed 26 March 2024)
Christopher John Brown (appointed 20 May 2024)
Professor Helen Mort (appointed 5 July 2024)

REGISTERED OFFICE

Ground Floor
1 City Square
Park Row
Leeds LS1 2ES

COMPANY NUMBER

03434849

CHARITY NUMBER

1069314

BANKERS

CAF Bank Limited
Kingshill
West Maling
Kent
ME19 4TA

AUDITORS

Kingston Burrowes Audit Ltd
308 Ewell Road
Surbiton
Surrey
KT6 7AL

THE POETRY SCHOOL
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024
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Objectives and Activities

The purposes of the charity are:

- To provide inspiring tuition and opportunities for poets and poetry audiences
- To encourage poets and poetry to flourish
- To offer high quality creative tuition, direction and support that is affordable and accessible to all.

The vision which shapes our annual activities remains the teaching of poetry as an art form from beginner level to an accredited MA in partnership with Newcastle University and beyond. We also act as a talent development agency for emerging poets with a programme of professional development opportunities.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit. The Poetry School relies on income from course fees as well as grants from bodies such as Arts Council England and other trusts and individuals to cover its operating costs. Affordability and accessibility to our programmes is important to us and is reflected in our pricing and bursary policies set out in detail later in this report.

We endeavour to encourage more people from diverse backgrounds to take part in our activities and offer a comprehensive digital programme enhanced and supported by CAMPUS, the world's largest social network for poets. The School is now firmly embedded in Somerset House, an inspiring and impressive location, in addition it operates in person from Exeter up to Hull and has over 15 geographical locations where it delivers tuition and events for students and the public, thus justifying its position as an educational institution with genuinely national reach. Prize ceremonies take place outside London in location such as Leeds, Birmingham and Yorkshire, expanding on the valuable and unique relationship with the Poet Laureate, Simon Armitage. More free workshops, scholarships and bursaries, were marketed and offered, many for marginalised and minority groups including 4 full scholarships for the MA (an increase of one more than 2022-23 - worth over £9.5k each over 2 years) and creative partnerships with groups which specialise in hard to reach poets were developed. A particular long-term partnership with Creative Future has resulted in the School team judging their poetry competition, picking mentors and Sally Carruthers chaired their poetry publishing panel at the Southbank Centre and acted as a keynote speaker with this critical audience.

The strategies employed to achieve the charity's aims and objectives are to:

- Present and market a wide range of programmes, seminars and workshops to appeal to poets of all abilities and from all backgrounds.
- Utilise digital methods of teaching to ensure that in addition to our UK wide physical centres students from all areas can access our work.
- Achieve greater sustainability, resilience and impact by scaling-up the Poetry School's operations; increasing staff numbers, improving systems and diversifying the funding base.
- Engage in partnership activities with relevant groups and organisations to devise creative ways for individuals to further their practice and gain experience.
- Increase free provision to under-represented groups and marginalised poets and remove all financial and other barriers to participation.

Putting these strategies into action we have 4 main areas of activity – our core informal teaching programme, MA, digital offering and CAMPUS as well as special projects, prizes and partnerships.

THE POETRY SCHOOL
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024
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Achievements and Performance

Informal Teaching programme

This is the core of the Poetry School's offer, and has existed in some form since the organisation's founding in 1997. We run a programme of activities to teach adults how to write poetry and this programme is segmented in various ways to take account of people's skills, interests, geographical and social situation, level of commitment and budget.

Most face-to-face classes take place in the evening and at weekends. We have 30 week courses over a year, 10 and 5 session courses over a term, and one and two day sessions at weekends. Classes are set at beginner, intermediate and advanced level, and students can learn about the technical, inspirational or professional aspects of writing poetry. They can also choose from a pedagogical spectrum from lecture to practical workshop. We offer free taster sessions to all interested in our courses to ensure that everyone, no matter their socio-economic background, heritage or disability and everyone can engage with our work from free ecopoetry workshops funded by the Ginkgo Prize online which have reached students globally and have been taught by tutors as far afield as LA to our MA and scholarships for marginalised poets.

Our online programme has an average attendance of over 96% with a similar figure being returning students. Our long-term strategies and varieties of support ensure that a beginner may one day become an MA student and then teacher, many developing a relationship with the School that lasts decades.

MA

The Writing Poetry MA continues as our first accredited course in association with Newcastle University. We enrolled 22 students for the 2023-24, – an exceptional achievement as this represents two cohorts for the very first time, one of 13 students and the second of 9 with 34 students participating in Somerset House, the School's numbers are far in excess of the 5 students Newcastle itself has on this course at their campus. This has led to a significant lift in revenues as can be seen in the figures. Funding was achieved for a third full scholarship for an MA student, for the third year, from a marginalised group worth £10,200 over the 2 years of the course. The successful marketing and expansion of the MA in a relatively short amount of time will result in 2 cohorts rather than one starting at the School in September 2024, providing another uplift in funding for 2024-25.

The Grace Cook Scholarship was established last year in memory of the School's friend and financial officer, Grace Cook with a view to providing a full scholarship (£10,200 over the 2 year period) on an annual basis in her memory to a young poet of colour.

Digital Offering and CAMPUS

As already noted this is a key area of success and growth for the School and although the new website development was paused for this year – whilst waiting for a final decision from ACE about the NPO status, the successful outcome of the School's appeal in this area will see the new website top of the priorities for 2023-24.

Special projects and partnerships

Our 'Poet in the World' programming is how we address our audience development targets, focussing particularly on bringing in a younger and more diverse group of writers to the Poetry School. A series of special projects and partnerships helps us do that. In 2023-24, we concentrated on:

Ginkgo Prize – the School presented the Ginkgo Prize, the world's largest ecopoetry competition for the 6th year, with a first prize of £5,000, second of £2,000 and 3rd prize of £1,000. In addition for the 2023 Prize the Areas of Outstanding Natural Beauty (AONB) donated funds towards a prize for best

THE POETRY SCHOOL
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024

'Poem of Landscape' and created an anthology to this effect. The 2023 ceremony took place at the Poetry International Festival at the Southbank Centre.

The Laurel Prize for Nature and Ecopoetry – Poet Laureate' Simon Armitage's prize created as his headline Laureateship project and to which he is giving his Laureate's stipend of £5,000 per annum for the next 10 years. Funding was secured again from a number of trusts, foundations and individuals to sustain and grow this activity. Partnerships have also been forged with Yorkshire Sculpture Park and the AONB who awarded each of the winners a £700 commission to create a poem based on their favourite AONB as well as an additional prize for best first collection. A day of celebration and the Prize ceremony was took place with an in-person and online audience as part of the BBC's Contains Strong Language festival September 2023. at Yorkshire Sculpture Park and grows in terms of global submissions and visibility.

Prizes we sponsored and partnered with - Creative Future Award, , Rebecca Swift Foundation Women Poets Prize, Aesthetica Creative Writing Prize, The UK National University Poetry Slam & Summit .

Partnerships – New Poets Collective, Verve Poetry Festival (Sponsored Performance Lecture), T.S. Eliot Prize, Forward Prizes, Obsidian Foundation, Griots Well, Creative Future.

Editorial Partnerships – Ledbury Poetry Critics Scheme, How I Did It with Forward Prizes, and Writers' Notes with T.S. Eliot Prize.

Our Creative Values

The Poetry School was established in 1997 by three poets around a kitchen table. From these beginnings our artistic values have grown with a core commitment to providing inspiring tuition and opportunities for poets and poetry audiences. Since our earliest days our activities have enabled poets and poetry to flourish.

With established teaching centres throughout England as well as online courses, downloadable activities, and the world's biggest social network dedicated to poetry – CAMPUS – the Poetry School is unique in its ability to reach and develop aspiring poets wherever they may be, both in the UK and internationally.

We respect the diversity and views of our audiences and ensure that all comments on our artistic programme, both positive and negative are respected and heard. We aim to respond to all queries and complaints regarding our programme immediately and properly and ensure that all tutors, students and other stakeholders have their voices heard and their comments noted.

The Poetry School is a proud National Portfolio Organisation of Arts Council England 2018-22. During COVID this term was extended to funding to April 2023.

Student Experience

The School is committed to monitoring the satisfaction of its students and all the groups with which we work. Over 80% of our students return to take courses in the future, a statistic which indicates the success of our offer.

THE POETRY SCHOOL
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024

Financial Review

The School's critical relationship with its major funder – ACE – was placed under strain this year as in November 2022 ACE decided not to include the School as part of its NPO from April 2023. This was not performance related by a reflection of the pressures, both political and economic on the funding available and many controversial decisions have been highlighted about this process in the press. The School decided to appeal on the grounds that ACE had not followed its own procedures in the assessment of the School's application and was the only organisation in the entire portfolio to be reinstated, thus securing this funding again for the next 2 years. This resulted in considerable uncertainty, but the School remains financially more robust than ever with the MA set to exceed the funding from ACE as its largest unrestricted funder from 2023-24.

During this period the School received £178,759 in charitable donations as opposed to £168,564 in 2022-23 and will rise in 2023-24 after this period of uncertainty.

Revenue from charitable activities and the MA increased from £395,794 to £393,937 in 2023-24..

Reserves are rising to the desired levels of 6 months contingency and corporate partnerships which have been unable to be developed during COVID are planned to add to unrestricted funds.

Our Pricing Policy

The Poetry School is committed to ensuring that its work is accessible and affordable to all who wish to participate, no matter their financial circumstances.

Prices and fees were effectively frozen during COVID and have been raised this financial year.

Tutorials in person and online cost £150 for a meeting with prepared feedback from the tutor on a submission of 200 lines of poetry.

Our MA is now £9,900 for the two-year course. Of this amount the Poetry School takes 85% and Newcastle University 15%.

We offer means tested bursaries to all those who qualify, with up to 100% of costs funded.

Our tutor fees are based on the Society of Authors Freelance Rate Reckoner and we are proud to be a London minimum wage employer. We hold regular reviews with tutors and benchmark our policies against comparators within the arts and academic sectors

Investments

The Poetry School currently has no investments on which to report.

Reserves Policy and Going Concern

Reserves are required to cover unplanned emergency expenditure and the trustees consider the ideal level of reserve would be three months' worth of overhead costs.

The trustees have reviewed the circumstances of the school and consider that adequate resources continue to be available to fund the activities of the charity for the foreseeable future. The trustees are of the view that the Poetry School is a powerful going concern, a view echoed by ACE who have revised the risk rating of the Charity to 'minor' – their lowest rating.

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TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024
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Plans for Future Periods

The Poetry School Director will continuously revise its Articles of Association to bring it more closely in line with current Charity Committee advice based on the Charities Act 2006.

The School continues to develop and strengthen relevant partnerships with key organisations as can be seen in our special projects and other activities. Of particular note is the establishment of the Laurel Prize and the successful development of the Ginkgo Prize.

The School continues to innovate and lead activity in the sector engaging new and harder to reach audiences whilst increasing fund raising from trusts and foundations, individuals and pursues corporate partnerships as well as providing sector leading activities through research and development.

Jonathan Sharples, 30 December 2024

Structure Governance and Management

Governing Document

The Poetry School is a private company limited by guarantee (company number 03434849) governed by its Memorandum and Articles of Association dated September 2016. It is a registered charity with the Charity Commission, number 1069314.

Appointment of Trustees

As set out in the Articles of Association the chair of the trustees is nominated by the Board. Board members serve for 3 years with 30% of members retiring on an annual basis with an option of re-election.

All members have the opportunity to nominate or support the nomination of trustees before each board meeting and when considering new trustees the Board considers the requirement for any specialist skills required – for instance, in the eventuality of a capital campaign large scale project management and construction skills will be required.

Organisation

The board of trustees administers the charity. The Board normally meets quarterly and a representative from Arts Council England is also invited to attend. An Executive Director is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations a Creative Director has also been appointed by the Board to manage the programme and special projects.

Related Parties and Co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with other poetry organisations must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

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TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024
/contd...

Pay Policy for Senior Staff

The directors consider the board of directors, who are the Poetry School's trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 12 of the accounts.

The pay of senior staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the charity the directors benchmark against other arts organisations of a similar size.

Risk Management

The organisation has a risk management strategy which comprises –

- An annual review of the principal risks and uncertainties that the charity faces in line with ACE reporting guidelines
- The establishment of policies, systems and procedures to mitigate these risks identified
- Discreet risk assessments when faced with new or special projects, such as the potential for a capital campaign or other extraordinary activity.

ACE gave the charity a risk rating of MINOR – it's lowest rating in its annual feedback.

Trustees' responsibilities in relation to the financial statements

Trustees' responsibilities statement

The trustees (who are also directors of the Poetry School 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. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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 2019 (FRS 102);
- make judgements and 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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.

THE POETRY SCHOOL
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2024
/contd...

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware;
and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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

By order of the board of trustees



Richard Forsdyke (Chair)

30 December 2024

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF:

THE POETRY SCHOOL FOR THE YEAR ENDED 31 MARCH 2024

Opinion

We have audited the financial statements of The Poetry School for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF:
THE POETRY SCHOOL
FOR THE YEAR ENDED 31 MARCH 2024
/contd...**

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF:
THE POETRY SCHOOL
FOR THE YEAR ENDED 31 MARCH 2024
/contd...**

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

K.C. Fisher (Senior Statutory Auditor)
For and on behalf of Kingston Burrowes Audit Limited,
Statutory Auditors

308 Ewell Road
Surbiton
Surre
KT6 7AL

30 December 2024

THE POETRY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES
(including the Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	2	67,847	110,912	178,759	168,564
Investment income	3	890	-	890	474
Charitable activities	4	395,794	-	395,794	393,937
TOTAL INCOME		<u>464,531</u>	<u>110,912</u>	<u>575,443</u>	<u>562,975</u>
EXPENDITURE ON:					
Raising funds		-	-	-	728
Charitable activities	5	476,393	91,412	567,805	508,924
TOTAL EXPENDITURE		<u>476,393</u>	<u>91,412</u>	<u>567,805</u>	<u>509,652</u>
NET (EXPENDITURE)/INCOME	6	(11,862)	19,500	7,638	53,323
Transfer between funds		-	-	-	-
NET MOVEMENT IN FUNDS		<u>(11,862)</u>	<u>19,500</u>	<u>7,638</u>	<u>53,323</u>
RECONCILIATION OF FUNDS					
Total funds brought forward at 1 April 2023		99,472	3,250	102,722	49,399
TOTAL FUNDS CARRIED FORWARD AT 31 MARCH 2024		<u>£87,610</u>	<u>£22,750</u>	<u>£110,360</u>	<u>£102,722</u>

The company made no recognised gains and losses other than those reported in the income and expenditure account.

All income and expenditure derives from continuing activities.

The notes on pages 16 to 23 form part of these financial statements.

THE POETRY SCHOOL
(Company No. 03434849)

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible assets	9		1,074		426
CURRENT ASSETS					
Debtors	10	76,338		53,034	
Cash at bank and in hand		93,955		88,788	
		<u>170,293</u>		<u>141,822</u>	
CREDITORS:					
Amounts falling due within one year	11	61,007		39,526	
NET CURRENT ASSETS			109,286		102,296
NET ASSETS	12		<u>£110,360</u>		<u>£102,722</u>
FINANCED BY:					
Unrestricted funds	13		87,610		99,472
Restricted funds	13		22,750		3,250
			<u>£110,360</u>		<u>£102,722</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The accounts were approved by the Board of Directors on 2024.

Richard Forsdyke
(Chair)

The notes on pages 16 to 23 form part of these financial statements

THE POETRY SCHOOL

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
	£	£
Cash flows from operating activities:		
Net movement in funds per Statement of Financial Activities	7,638	53,323
Adjustments for:		
Depreciation	499	213
Decrease/(increase) in debtors	(23,304)	(51,433)
(Decrease)/Increase in creditors	21,481	(60,126)
Net cash (used in) operating activities	<u>6,314</u>	<u>(58,023)</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	(1,147)	-
Net cash provided by/(used in) investing activities	<u>5,167</u>	<u>-</u>
(Decrease) in cash	5,167	(58,023)
Cash and cash equivalents brought forward	88,788	146,811
Cash and cash equivalents carried forward	<u><u>£93,955</u></u>	<u><u>£88,788</u></u>
Analysis of cash and cash equivalents		
	2024	2023
	£	£
Cash at bank and in hand	<u><u>£93,955</u></u>	<u><u>£88,788</u></u>

The notes on pages 15 to 22 form part of the financial statements.

THE POETRY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

General information and basis of accounting

The Poetry School is a registered charity (No. 1069314) and private company limited by guarantee (No. 03434849), incorporated in Great Britain and registered in England and Wales. The registered office is given in the Reference and Administrative Details in the Trustees' Annual Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared 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, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006, the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Tangible Fixed Assets

Fixed assets are shown at historical cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life by the straight line method.

Furniture and equipment	25%
Improvements to leasehold premises	20%

Taxation

The charitable company is exempt from taxation under s505 Income and Corporation Taxes Act 1988.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty that receipt of the income is considered probable and the amount can be measured reliably.

The Poetry School receives much of its income at the start of the academic year for courses held throughout that year. Accordingly the proportion of income for the next financial year is deferred.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

THE POETRY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

(CONTINUED)

1. ACCOUNTING POLICIES/contd...

Expenditure is classified under the following headings:

- Raising funds which comprise of those costs associated with attracting voluntary income such as grants and donations
- Charitable activities which comprise of those costs associated with carrying out the charity's various activities in order to meet its objectives

Expenditure includes those of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support those activities.

Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised expenditure.

Fund accounting

The Restricted Funds are restricted income funds given to the charity for specific reasons. They are expendable by the trustees in respect of particular projects in furtherance of the objects of the charity.

The Unrestricted Funds are funds expendable at the discretion of the trustees in furtherance of the objects of the charity.

Leases

Operating lease rentals are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

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

THE POETRY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

(CONTINUED)

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Arts Council England – Transfer Programme	59,581	-	59,581	142,993
Arts Council England – Transition Fund	-	83,412	83,412	-
Arts Council England – Feasibility Project	-	22,500	22,500	-
Donations	8,266	5,000	13,266	25,571
	<u>£67,847</u>	<u>£110,912</u>	<u>£178,759</u>	<u>£168,564</u>

Of the £168,564 recognised in 2023, £155,564 was unrestricted funds and £13,000 was restricted funds.

3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Bank interest receivable	£890	£Nil	£890	£474
	<u>£890</u>	<u>£Nil</u>	<u>£890</u>	<u>£474</u>

All of the £474 recognised in 2023 was unrestricted funds.

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Courses (inc. online), Tutorials, Seminars & Workshops	233,086	-	233,086	294,597
New Artistic Programmes and Special Projects	10,894	-	10,894	1,071
Higher Education Programme	149,014	-	149,014	90,269
Other income	2,800	-	2,800	8,000
	<u>£395,794</u>	<u>£Nil</u>	<u>£395,794</u>	<u>£393,937</u>

All of the £393,937 recognised in 2023 was unrestricted funds.

THE POETRY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

(CONTINUED)

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Salaries and staff costs	171,062	29,853	200,915	214,139
Tutor fees	91,233	40,704	131,937	105,189
Rent and venue hire	29,092	2,475	31,567	19,757
Premises cost	1,145	-	1,145	346
Marketing	3,307	-	3,307	4,051
Course Expenses	21,123	-	21,123	13,993
Higher Education Programme	65,870	4,416	70,286	47,411
New Artistic Programmes	25,334	5,000	30,334	46,122
Bursary	7,440	-	7,440	959
Insurance	2,560	865	3,425	3,483
Communications	190	-	190	1,382
Website costs	5,609	2,369	7,978	8,775
Legal and professional	18,333	3,507	21,840	12,965
Refunds	-	-	-	-
Repairs and renewals (Inc. IT)	3,501	-	3,501	3,028
Stationery and office supplies	4,990	-	4,990	6,786
Telephone and Internet	1,624	-	1,624	2,981
Bank and PayPal charges	4,519	645	5,164	4,206
Sundry expenses	571	-	571	889
Depreciation	499	-	499	213
Travel	8,407	921	9,328	
	<hr/>	<hr/>	<hr/>	<hr/>
DIRECT PROJECT COSTS	465,752	91,412	557,164	496,675
 SUPPORT COSTS				
Salaries and staff costs	6,450	-	6,450	8,422
Governance costs:				
Auditors remuneration	2,010	-	2,010	2,010
Directors' expenses	2,181	-	2,181	1,817
Trustees' expenses	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	£476,393	£91,412	£567,805	£508,924
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Of the £508,924 expended in 2023, £491,924 was charged to unrestricted funds and £17,000 to restricted funds.

THE POETRY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024
(CONTINUED)

6. NET INCOME/(EXPENDITURE) FOR THE YEAR

	2024	2023
This is stated after charging:		
Operating lease rentals	£18,179	£17,438
Auditors' remuneration:		
Audit services	£1,700	£1,700
Non-audit services – accountancy services	£310	£310
Depreciation	£499	£213
	<u> </u>	<u> </u>

7. STAFFING

	2024	2023
	£	£
Salaries	155,636	169,499
Social Security cost	10,309	12,534
Pension costs	3,790	4,584
	<u> </u>	<u> </u>
	169,735	186,617
Consultants and other staff costs	37,630	35,944
	<u> </u>	<u> </u>
	£207,365	£222,561
	<u> </u>	<u> </u>

No employee received employee benefits (excluding employee pension costs) of more than £60,000.

Total employee benefits received by key management amounted to £30,684 (2023: £61,693).

	2024	2023
Number of Staff	No.	No.
Director	1	1
Programme & Marketing	4	4
Administration & Finance	1	1
	<u> </u>	<u> </u>
	6	6
	<u> </u>	<u> </u>

8. TRUSTEE EXPENSES

No Trustees (2023: No) were reimbursed for out of pocket subsistence expenses. These amounted to £Nil for the year (2023: £Nil).

THE POETRY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

(CONTINUED)

9. TANGIBLE FIXED ASSETS

	Improvements to Leasehold Premises £	Furniture & Equipment £	Total £
Cost			
At 1 April 2023	7,929	21,606	29,535
Additions	-	1,147	1,147
Disposals	(7,929)	-	(7,929)
	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>-</u>	<u>22,753</u>	<u>22,753</u>
Depreciation			
At 1 April 2023	7,929	21,180	29,109
Charge for the year	-	499	499
Eliminated on disposal	(7,929)	-	(7,929)
	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>-</u>	<u>21,679</u>	<u>21,679</u>
Net Book Values			
At 31 March 2024	<u>£Nil</u>	<u>£1,074</u>	<u>£1,074</u>
At 31 March 2023	<u>£Nil</u>	<u>£426</u>	<u>£426</u>

10. DEBTORS

	2024 £	2023 £
Accrued income	18,226	-
Other debtors	57,329	52,149
Prepayments	783	885
	<u>£76,338</u>	<u>£53,034</u>

11. CREDITORS: Amounts falling due within one year

	2024 £	2023 £
Other creditors including taxation and social security	58,942	36,543
Accruals	2,040	1,980
Deferred income	25	1,003
	<u>£61,007</u>	<u>£39,526</u>

All of the deferred income brought forward was released during the year.

THE POETRY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

(CONTINUED)

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Fund Balances at 31 March 2024 are represented by				
Tangible fixed assets	1,074	-	1,074	426
Current assets	147,543	22,750	170,293	141,822
Current liabilities	(61,007)	-	(61,007)	(39,526)
	<u>£87,610</u>	<u>£22,750</u>	<u>£110,360</u>	<u>£102,722</u>

13. MOVEMENT IN FUNDS

	At 1 April 2023 £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
Restricted Funds:					
Laurel & Ginkgo prizes	-	5,000	5,000	-	-
Grace Cook Scholarship	3,000	-	3,000	-	-
Apples & Snakes	250	-	-	-	250
ACE Transition	-	83,412	83,412	-	-
ACE Feasibility	-	22,500	-	-	22,500
	<u>3,250</u>	<u>110,912</u>	<u>91,412</u>	<u>-</u>	<u>22,750</u>
Unrestricted Funds:					
General	99,472	464,531	476,393	-	87,610
Total Funds	<u>£102,722</u>	<u>£575,443</u>	<u>£567,805</u>	<u>£Nil</u>	<u>£110,360</u>

Comparative information for previous year:

	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
Restricted Funds:					
Laurel & Ginkgo prizes	-	10,000	17,000	7,000	-
Grace Cook Scholarship	-	3,000	-	-	3,000
Apples & Snakes	250	-	-	-	250
	<u>250</u>	<u>13,000</u>	<u>17,000</u>	<u>7,000</u>	<u>3,250</u>
Unrestricted Funds:					
General	49,149	549,975	492,652	(7,000)	99,472
Total Funds	<u>£49,399</u>	<u>£562,975</u>	<u>£509,652</u>	<u>-</u>	<u>£102,722</u>

THE POETRY SCHOOL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

(CONTINUED)

13. MOVEMENT IN FUNDS continued

Funds

Transition Programme – a grant of £83,412 was received to provide support as we were unsuccessful in our application to the Arts Council's 2023-26 Investment Programme.

Feasibility Project - a grant of £22,500 was received to visit and establish possible options for administrative headquarters and permanent in person teaching facilities in one or possibly more than one location in Leeds, Manchester, Newcastle and a maximum of two other locations.

Apples & Snakes – £250 remains for partnership working between the two organisations following a successful jointly programmed course in 2014.

Grace Cook Scholarship – donations were received in memory of our late colleague Grace Cook. The trustees have agreed to use these funds to establish a scholarship for a BIPOC poet.

Laurel and Ginkgo prizes – donations of £5,000 were received towards the cost of the prizes.

14. OPERATING LEASE COMMITMENTS

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2024 £	2023 £
Amounts due within:		
One year	-	566
One to five years	-	-
	<u>£Nil</u>	<u>£566</u>

15. CONTINGENT ASSETS

Total grant funding awarded as at 31 March 2024 but not yet received and recognised as income due to the recognition criteria not being met amounts to £142,993.

