



Annual report and accounts Year 23

1st September 2019 to 31st August 2020

REGISTERED COMPANY NUMBER 3389854
REGISTERED CHARITY NUMBER 1085596

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020
FOR THE FILM AND VIDEO WORKSHOP**

THE FILM AND VIDEO WORKSHOP
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FOR THE YEAR ENDED 31 AUGUST 2020

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**THE FILM AND VIDEO WORKSHOP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2020.
The report conforms to the Charities Commission SORP 2009.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
3389854

Registered Charity number
1085596

Registered Office
City and Islington College
Room G34
444 Camden Road
London
N7 0SP

Trustees
A J Doyle
R A M Humphreys
Mr B Bench
Mr P Callaghan
Ms Cary Bazalgette

Company Secretary
S N Oatley

Accountants
B & D Tax Services Ltd
13 Mark Avenue
Chingford
London
E4 7NR

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisational structure

All directors of the company are also trustees of the charity and there are no other trustees. The Board has the power to appoint additional trustees as it considers fit to do so. Each of the directors agrees to contribute £10 in the event of a winding up. The Directors meet four times a year to check performance, financial details and set strategy. Day to day decisions are made by the CEO who acts to achieve the board's strategy.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Trustee induction

New trustees will be offered training and will undergo an induction process.

FINANCIAL REVIEW

Policy on reserves

The charity aims to keep in its reserves at least enough money to cover one third of the average running costs. Based on the previous year's turnover of around £148,000 the reserve target was £50,000. We achieved this goal throughout the year and our average reserve figure was around £180,000.

Going forward we estimate next year's annual turnover to be about the same at around £160,000 and would aim to have at least £60,000 in the reserves. Based on our budget projections this seems achievable.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the charity are the education of adults, children and young people in the art of film, video making and other types of media, in particular those people who are in need by reason of disability, age or economic circumstances.

**THE FILM AND VIDEO WORKSHOP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2020**

Public benefit

The trustees confirm they have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their powers or duties.

Objectives and strategies for the past year and results

Notes

The national lockdown began on 23 March 2020 and continued until July 2020. Our college closed the office completely preventing any access for us until September. All projects except our GLA project and BFI academies were cancelled.

1. Successfully develop our new partnership with City & Islington College:
 - a. Build on the Candi Creative project
 - i. *We did this and developed 2 music videos*
 - b. Develop our supported work experience project
 - i. *We did this and continued through lockdown*
 - c. Look for additional opportunities with the college
 - i. *We did not develop any more projects*
 - d. Develop a plan B if the relationship does not perform well
 - i. *We started to develop relationships with other providers*
2. Fulfil our commitments to our contracts – we will do this by:
 - a. Working closely with our partners and by ensuring that enough management resources are in place to set up and organise the activity successfully.
 - i. *We did this.*
 - b. Ensure that our work is of a high quality and that we have documented our successes.
 - i. *We did this but could have improved our documentation.*
 - c. Review all policies and ensure they are fit for purpose
 - i. *We did this.*
3. Develop projects and partnerships – we will do this by:
 - a. Research any new streams of funding
 - i. *We did this.*
 - b. Apply for new partnerships
 - i. *We could have been better at this.*
 - c. Research new markets and opportunities.
 - i. *We could have been better at this.*
 - d. Research new techniques and technology.
 - i. *We could have been better at this*
4. Develop our marketing – we will do this by:
 - a. Develop and improve our website and Adwords campaign.
 - i. *We could have been better at this*
 - b. Make our site mobile friendly
 - i. *We could have been better at this.*

ACHIEVEMENTS AND PERFORMANCE

The company delivered all its contracts and achieved all the goals the funders had set. The feedback has been good and this was done without undue stress on the workforce.

The headline events this year were –

- Successfully completed our first year of work with a new GLA project; helping disadvantaged young people move closer to employment.
- Successfully managed to continue a new partnership with City and Islington College and embed ourselves in the building on Camden Road
- Successfully completed a BFI film academy network course for 20 students and a residential course for 40 students.
- Successfully completed 2 music videos working with students.
- Managed to ride out the challenges of the national lockdown and Covid-19

**THE FILM AND VIDEO WORKSHOP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2020**

Young peoples workshops.

We measure our impact by using sessions and student/adult days (sd/ad). Sessions are the number of distinct sessions we have run. Days are participants multiplied by how many days we worked with them, (based on a working school day of about 5 hours). For example, a class of 30 students working for 2 sessions for half a day each time will be 30 student days and 2 sessions. However, we have not yet found a way of identifying the number of staff running the training, as a staff ratio of 30:1 is a different experience to 3:1.

Year	Projects	Students			Adults			Films made
		Total	Session	Days	Total	Session	Days	
16	41	940		1,960				
17	43	1,046		2,550				
18	49	2,033		3,454	140		315	
19	32	2,123		5,737	163		199	91
20	32	1,801		1,955	121		197	56
21	46	860	85	1,364	109	23	187	228
22	29	574	80	1,160	137	58	289	51
23	15	166	50	715	21	27	87	40

Primary activity

- 1 Primary film project – 1 day – 16 students (16sd)

College activity;

- 1 Work experience project, 20 students and 4 adults, 10 sessions each, half a day (100sd), (20ad)
- 8 college video projects – 50 students – 5 sessions, 0.4 day each (100sd),
- 1 college animation project, 15 students, 1 day (15sd), (15ss)

Out of school activity;

- 1 Residential animation and VFX project – 8 days – 40 students (280sd), (40ad).
- 1 Animation and VFX project – 9 days – 20 students (153sd), (27ad)
- Young people in care project – 8 students, 1 day (8sd),
- 1 individual training project 15 sessions – 0.3 day – (4.5ad)

Specific Project details

- 1) Work experience project; working with young people who either have an EHCP or study a level 1 course, we provided an individually focused work experience project. We also ran training in specific work skills and general work soft skills.
- 2) BFI film academy residential: This was the seventh year for this project. 40 young people from across the UK stayed in Chingford and worked at City & Islington College over a 6-day period. This is a very high level course and we are only one of 5 organisations in the UK who were chosen to participate. It was also very good to be able to deliver the course for a seventh time and we could finesse the student's experience and build on what we had learnt from last time. The films that were created were of a very high quality and it was an excellent project.
- 3) BFI film academy network; this is a smaller but related course for 20 students. It has an accreditation attached. We delivered this in November and it went very well. Again, it was good to build on experience.

Internal and External Factors

The trustees have made a full assessment of any factors that may affect these financial statements and do not deem any factors material enough to have an impact, apart from the following:

The Covid crisis has caused a reduction in the number of projects we could run and also reduced our turnover and profit as projects were cancelled. Our regular work consists of BFI film academy projects, GLA work experience project, BBC Children in Need, Goldman Sachs and the smaller school projects. From this we had to cancel the smaller schools' projects, Goldman Sachs and the BBC Children in Need work. We will budget for the coming year as if the restrictions will be similar.

Our relationship with our new partners and landlord had been developing reasonably well, however we will develop a contingency plan in case of a change in staff and potential change in attitude to partners

**THE FILM AND VIDEO WORKSHOP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2020**

Objectives and strategies for the coming year

1. 1. Continue to develop our partnership with City & Islington College
 - a. Build on the Candi Creative project
 - b. Develop our supported work experience project
 - c. Look for additional opportunities with the college.
 - d. Develop a plan B if the relationship does not perform well.
2. Fulfil our commitments to our contracts – we will do this by:
 - a. Working closely with our partners and by ensuring that enough management resources are in place to set up and organise the activity successfully.
 - b. Ensure that our work is of a high quality and that we have documented our successes.
 - c. Review all policies and ensure they are fit for purpose
3. Develop projects and partnerships – we will do this by:
 - a. Research any new streams of funding
 - b. Apply for new partnerships
 - c. Research new markets and opportunities.
 - d. Research new techniques and technology.
4. Develop our marketing – we will do this by:
 - a. Develop and improve our website and Adwords campaign.
 - b. Make our site mobile friendly

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

ON BEHALF OF THE BOARD

A Doyle
A Doyle from 26, 2021 15:45 GMT+1.....
A J Doyle- Trustee

Jun 24, 2021

.....
Date

**THE FILM AND VIDEO WORKSHOP
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 AUGUST 2020**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 43 of the 1993 Act,
to follow the procedures laid down in the general Directions given by the
Charity Commission (under section 43(7)(b) of the 1993 Act, and
to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the 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 the 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 41 of the 1993 Act; and
to prepare accounts which accord with the accounting records and comply with
the accounting requirements of the 1993 Act
have not been met; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding
of the accounts to be reached.

D Clegg CTA
B & D Tax Services Ltd
13 Mark Avenue
Chingford
E4 7NR

Date

**THE FILM AND VIDEO WORKSHOP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	0	114,175	114,175	98,878
Activities for generating funds	3	10,389		10,389	51,930
Investment income	4	0	0	0	0
Income resources from charitable activities					
General charitable activities	5	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total incoming resources		10,389	114,175	124,564	150,808
RESOURCES EXPENDED					
Charitable activities					
General charitable activities	6	13,375	120,369	133,744	103,842
Governance costs	8	<u>0</u>	<u>12,460</u>	<u>12,460</u>	<u>9,853</u>
		13,375	132,829	146,204	113,695
NET INCOMING/(OUTGOING) RESOURCES before transfers					
		-2,986	-18,654	-21,640	37,113
Gross transfers between funds	16	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net incoming/(outgoing) resources		-2,986	-18,654	-21,640	37,113
RECONCILIATION OF FUNDS					
Total funds brought forward		138,356	54,981	193,337	156,224
TOTAL FUNDS CARRIED FORWARD		<u>135,370</u>	<u>36,327</u>	<u>171,697</u>	<u>193,337</u>

**THE FILM AND VIDEO WORKSHOP
BALANCE SHEET
AT 31 AUGUST 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	12	0	0	0	0
CURRENT ASSETS					
Debtors	13	4,924	0	4,924	4,043
Cash at bank		<u>133,285</u>	<u>36,327</u>	<u>169,612</u>	<u>192,820</u>
		138,209	36,327	174,536	196,863
CREDITORS					
Amounts due within one year	14	<u>-2,839</u>	<u>0</u>	<u>-2,839</u>	<u>-3,526</u>
NET CURRENT ASSETS		<u>135,370</u>	<u>36,327</u>	<u>171,697</u>	<u>193,337</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		135,370	36,327	171,697	193,337
ACCRUALS AND DEFERRRED INCOME	15	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET ASSETS		<u>135,370</u>	<u>36,327</u>	<u>171,697</u>	<u>193,337</u>
FUNDS	16				
Unrestricted funds				135,370	133,163
Restricted funds				<u>36,327</u>	<u>60,174</u>
TOTAL FUNDS				<u>171,697</u>	<u>193,337</u>

1. For the year ended 31 August 2020, the company was entitled to the exemption under section 477(2) of the Companies Act 2006.

2. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

3. The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and

- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirement of section 393, and which otherwise comply with the requirements of the Act relating to accounts, as far as applicable to the company.

4. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

On behalf of the Board of Trustees

A Doyle
A Doyle (Jul 24, 2021 19:45 GMT+1)
.....
A J Doyle- Trustee

Jun 24, 2021
.....
Date

**THE FILM AND VIDEO WORKSHOP
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs comprise of those costs associated with meeting the constitutional and strategic requirements of the charity and the audit fees and costs linked to the strategic management of the charity.

Allocation and apportionment of costs

Overhead and support costs relating to charitable activities have been apportioned based on staff time. The allocation of overhead and support costs is analysed in the notes.

Tangible fixed assets

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

Plant and machinery etc.	25% on cost
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Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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 particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

THE FILM AND VIDEO WORKSHOP
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2020

2. VOLUNTARY INCOME

	2020	2019
	£	£
Grants	<u>114,175</u>	<u>98,878</u>
Grants received, included in the above, are as follows:		
	2020	2019
	£	£
BFI - Film Academy	76,895	88,917
BFI- Students	3,995	0
Greater London Authority- Young Londoners Development Fund	33,285	5,000
BBC Children in Need	<u>0</u>	<u>4,961</u>
	<u>114,175</u>	<u>98,878</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2020	2019
	£	£
Commercial trading operations	<u>10,389</u>	<u>51,930</u>

4. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	<u>0</u>	<u>0</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
Other incoming resources	-	-
Activity General charitable activities	<u>-</u>	<u>-</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (see note 7)	Totals
	£	£	£
General charitable activities	<u>110,518</u>	<u>23,225</u>	<u>133,744</u>

7. SUPPORT COSTS

	Management	Finance	Totals
	£	£	£
Governance costs	5,205	20	5,225
General charitable activities	<u>23,164</u>	<u>61</u>	<u>23,225</u>
	<u>28,369</u>	<u>81</u>	<u>28,450</u>

8. GOVERNANCE COSTS

	2020	2019
	£	£
Staff costs	6,235	3,628
Auditors' remuneration	1,000	1,000
Support costs	<u>5,225</u>	<u>5,225</u>
	<u>12,460</u>	<u>9,853</u>

THE FILM AND VIDEO WORKSHOP
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2020

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2020	2019
	£	£
Auditors' remuneration	1,000	1,000
Depreciation-owned assets	0	524
	<u>0</u>	<u>524</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 August 2020 nor for the year ended 31 August 2019.

11. STAFF COSTS

	2020	2019
	£	£
Wages, pension & social security	69,281	40,310
	<u>69,281</u>	<u>40,310</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Administrative staff	1	1
Charitable activity	1	1
	<u>2</u>	<u>2</u>

12. TANGIBLE FIXED ASSETS

	Plant and Machinery £
COST	
At 1 September 2019	206,695
Additions	0
At 31 August 2020	<u>206,695</u>
DEPRECIATION	
At 1 September 2019	206,695
Charge for year	0
At 31 August 2020	<u>206,695</u>
NET BOOK VALUE	
At 31 August 2020	<u>0</u>
At 31 August 2018	<u>0</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade Debtors	4,924	4,043
	<u>4,924</u>	<u>4,043</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Taxation and social security	421	688
Other creditors	2,418	2,838
	<u>2,839</u>	<u>3,526</u>

15. ACCRUALS AND DEFERRED INCOME

	2020	2019
	£	£
Deferred income	0	0
	<u>0</u>	<u>0</u>

THE FILM AND VIDEO WORKSHOP
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2020

16. MOVEMENT IN FUNDS

	At 01.09.19 £	Net movement in funds £	Transfers between funds £	at 31.08.20 £
Unrestricted funds				
General fund	138,356	-2,986	0	135,370
Restricted funds				
Restricted fund	<u>54,981</u>	<u>-18,654</u>	<u>0</u>	<u>36,327</u>
TOTAL FUNDS	<u><u>193,337</u></u>	<u><u>-21,640</u></u>	<u><u>0</u></u>	<u><u>171,697</u></u>

Net movement in funds, included in the above figures are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	10,389	-13,375	<u>-2,986</u>
Restricted funds			
Restricted fund	<u>114,175</u>	<u>-132,829</u>	<u>-18,654</u>
TOTAL FUNDS	<u><u>124,564</u></u>	<u><u>-146,204</u></u>	<u><u>-21,640</u></u>

THE FILM AND VIDEO WORKSHOP
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2020

	2020 £	2019 £
INCOMING RESOURCES		
Voluntary income		
Grants	114,175	98,878
Activities for generating funds		
Commercial trading operations	10,389	51,930
Investment income		
Deposit account interest	0	0
Incoming resources from charitable activities		
Other incoming resources		
Total incoming resources	124,564	150,808
RESOURCES EXPENDED		
Charitable activities		
Wages, pension & social security	49,461	28,620
Production and other direct costs	61,057	53,043
	110,518	81,663
Governance costs		
Wages, pension & social security	6,235	3,628
Auditors' remuneration	1,000	1,000
	7,235	4,628
Support costs		
Management		
Wages, pension & social security	13,585	8,062
Rates and water	3,542	7,364
Insurance	2,835	2,853
Telephone	620	1,705
Postage and stationery	3,406	2,177
Advertising	0	419
Sundries	1,046	1,634
Repairs and renewals	244	258
Cleaning costs	479	1,778
Computer costs	2,612	542
Depreciation	0	524
	28,369	27,316
Finance		
Bank charges	81	88
Total resources expended	146,204	113,695
Net income/(expenditure)	-21,640	37,113






COVER

Final Audit Report

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Signature Date: 2021-06-24 - 18:45:12 GMT - Time Source: server- IP address: 82.47.239.151
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