

REGISTERED COMPANY NUMBER 3389854
REGISTERED CHARITY NUMBER 1085596

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024
FOR THE FILM AND VIDEO WORKSHOP**

**THE FILM AND VIDEO WORKSHOP
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

CONTENTS	PAGE
Report of the Trustees	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 11
Detailed Statement of Financial Activities	12

**THE FILM AND VIDEO WORKSHOP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2024**

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 2024.
The report conforms to the Charities Commission SORP 2009.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

3389854

Registered Charity number

1085596

Registered Office

7 Bell Yard
London
WC2A 2JR

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 £157,000 the reserve target was £53,000. We achieved this goal throughout the year and our average reserve figure was around £150,000.

Going forward we estimate the next year's annual turnover to be about the same at around £150,000 and would aim to have at least £50,000 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 2024**

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

These are our goals set at the end of last year and how we did at achieving them.

1. 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 and all projects were completed successfully.*
 - b. Ensure that our work is of a high quality and that we have documented our successes.
 - i. *We are confident of the quality but could improve on documentation.*
 - c. Review all policies and ensure they are fit for purpose.
 - i. *We have done this.*
2. Develop projects and partnerships – we will do this by:
 - a. Research any new streams of funding.
 - i. *We did this and have developed some new projects.*
 - b. Apply for new partnerships.
 - i. *We have developed several new partnerships.*
 - c. Research new markets and opportunities.
 - i. *We have been doing this.*
 - d. Research new techniques and technology.
 - i. *We have been doing this.*
3. Develop our marketing – we will do this by:
 - a. Develop and improve our website and Adwords campaign.
 - i. *We could have done more.*
 - b. Make our site mobile friendly.
 - i. *We could have done more.*

ACHIEVEMENTS AND PERFORMANCE

Overview

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.

Internal and External Factors

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

Following the Covid crisis, funding has not resumed for us at previous levels and we will need to cut some costs to balance the books. We hope to find new projects and develop our work.

Objectives and strategies for the coming year

1. 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.
2. 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.
3. Develop our marketing – we will do this by:
 - a. Develop and improve our website and Adwords campaign.
 - b. Make our site mobile friendly.

**THE FILM AND VIDEO WORKSHOP
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2024**

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 J Doyle- Trustee

.....
Date

**THE FILM AND VIDEO WORKSHOP
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 AUGUST 2024**

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 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	0	96,260	96,260	96,860
Activities for generating funds	3	11,359		11,359	14,106
Investment income	4	1,290	0	1,290	0
Income resources from charitable activities					
General charitable activities	5	0	0	0	0
Total incoming resources		12,649	96,260	108,909	110,966
RESOURCES EXPENDED					
Charitable activities					
General charitable activities	6	11,695	98,890	110,585	111,084
Governance costs	8	0	12,428	12,428	12,382
		11,695	111,318	123,013	123,466
NET INCOMING/(OUTGOING) RESOURCES before transfers					
		954	-15,058	-14,104	-12,500
Gross transfers between funds	16	0	0	0	0
Net incoming/(outgoing) resources		954	-15,058	-14,104	-12,500
RECONCILIATION OF FUNDS					
Total funds brought forward		124,541	32,756	157,297	169,797
TOTAL FUNDS CARRIED FORWARD		<u>125,495</u>	<u>17,698</u>	<u>143,193</u>	<u>157,297</u>

THE FILM AND VIDEO WORKSHOP
BALANCE SHEET
AT 31 AUGUST 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	12	2,227	0	2,227	3,695
CURRENT ASSETS					
Debtors	13	680		680	63
Cash at bank		<u>124,026</u>	<u>17,698</u>	<u>141,724</u>	<u>155,659</u>
		124,706	17,698	142,404	155,722
CREDITORS					
Amounts due within one year	14	<u>-283</u>	<u>0</u>	<u>-283</u>	<u>-965</u>
NET CURRENT ASSETS		<u>124,423</u>	<u>17,698</u>	<u>142,121</u>	<u>154,757</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		126,650	17,698	144,348	158,452
ACCRUALS AND DEFERRED INCOME	15	<u>-1,155</u>	<u>0</u>	<u>-1,155</u>	<u>-1,155</u>
NET ASSETS		<u>125,495</u>	<u>17,698</u>	<u>143,193</u>	<u>157,297</u>
FUNDS	16				
Unrestricted funds				125,495	124,541
Restricted funds				<u>17,698</u>	<u>32,756</u>
TOTAL FUNDS				<u>143,193</u>	<u>157,297</u>

1. For the year ended 31 August 2024, 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 J Doyle- Trustee

.....
Date

**THE FILM AND VIDEO WORKSHOP
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

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
--------------------------	-------------

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 2024

2. VOLUNTARY INCOME

	2024	2023
	£	£
Grants	<u>96,260</u>	<u>96,860</u>
Grants received, included in the above, are as follows:		
	2023	2022
	£	£
BFI - Film Academy	92,100	76,912
BFI- Students	4,160	4,325
Greater London Authority- Young Londoners Development Fund	0	5,201
BBC Children in Need	0	10,422
	<u>96,260</u>	<u>96,860</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2024	2023
	£	£
Commercial trading operations	<u>11,359</u>	<u>14,106</u>

4. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	<u>1290</u>	<u>0</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2024	2023
	£	£
Other incoming resources	<u>-</u>	<u>-</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (see note 7)	Totals
	£	£	£
General charitable activities	<u>97,974</u>	<u>12,611</u>	<u>110,585</u>

7. SUPPORT COSTS

	Management	Finance	Totals
	£	£	£
Governance costs	5,918	20	5,938
General charitable activities	<u>12,547</u>	<u>64</u>	<u>12,611</u>
	<u>18,465</u>	<u>84</u>	<u>18,549</u>

8. GOVERNANCE COSTS

	2024	2023
	£	£
Staff costs	5,390	5,311
Auditors' remuneration	1,100	1,133
Support costs	<u>5,938</u>	<u>5,938</u>
	<u>12,428</u>	<u>12,382</u>

THE FILM AND VIDEO WORKSHOP
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2024	2023
	£	£
Auditors' remuneration	1,155	1,155
Depreciation-owned assets	<u>1,468</u>	<u>1,468</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2024 nor for the year ended 31 August 2023.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 August 2024 nor for the year ended 31 August 2023.

11. STAFF COSTS

	2024	2023
	£	£
Wages, pension & social security	<u>59,890</u>	<u>59,013</u>

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

	2024	2023
Administrative staff	1	1
Charitable activity	<u>1</u>	<u>1</u>
	<u>2</u>	<u>2</u>

12. TANGIBLE FIXED ASSETS

	Plant and Machinery £
COST	
At 1 September 2023	212,880
Additions	<u>0</u>
At 31 August 2024	<u>212,880</u>
DEPRECIATION	
At 1 September 2023	209,185
Charge for year	<u>1,468</u>
At 31 August 2024	<u>210,653</u>
NET BOOK VALUE	
At 31 August 2024	<u>2,227</u>
At 31 August 2023	<u>3,695</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade Debtors	<u>680</u>	<u>63</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Taxation and social security	283	0
Other creditors	<u>0</u>	<u>965</u>
	<u>283</u>	<u>965</u>

15. ACCRUALS AND DEFERRED INCOME

	2024	2023
	£	£
Accruals	<u>1,155</u>	<u>1,155</u>

THE FILM AND VIDEO WORKSHOP
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2024

16. MOVEMENT IN FUNDS

	At 01.09.23 £	Net movement in funds £	Transfers between funds £	at 31.08.24 £
Unrestricted funds				
General fund	124,541	954	0	125,495
Restricted funds				
Restricted fund	<u>32,756</u>	<u>-15,058</u>	<u>0</u>	<u>17,698</u>
TOTAL FUNDS	<u>157,297</u>	<u>-14,104</u>	<u>0</u>	<u>143,193</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	12,649	-11,695	<u>954</u>
Restricted funds			
Restricted fund	<u>96,260</u>	<u>-111,318</u>	<u>-15,058</u>
TOTAL FUNDS	<u>108,909</u>	<u>-123,013</u>	<u>-14,104</u>

**THE FILM AND VIDEO WORKSHOP
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2024**

	2024 £	2023 £
INCOMING RESOURCES		
Voluntary income		
Grants	96,260	96,860
Activities for generating funds		
Commercial trading operations	11,359	14,106
Investment income		
Deposit account interest	1,290	0
Incoming resources from charitable activities		
Other incoming resources		
Total incoming resources	108,909	110,966
RESOURCES EXPENDED		
Charitable activities		
Wages, pension & social security	42,523	41,899
Production and other direct costs	55,451	57,062
	97,974	98,961
Governance costs		
Wages, pension & social security	5,390	5,311
Auditors' remuneration	1,100	1,133
	6,490	6,444
Support costs		
Management		
Wages, pension & social security	11,977	11,803
Insurance	1,169	1,052
Telephone	436	44
Postage and stationery	1,806	1,437
Parking & congestion charge	105	130
Travel	297	383
Sundries	100	516
Computer costs	1,107	1,138
Depreciation	1,468	1,468
	18,465	17,971
Finance		
Bank charges	84	90
Total resources expended	123,013	123,466
Net income/(expenditure)	-14,104	-12,500