

THE COURTHOUSE PROJECT (OTLEY) LIMITED

England & Wales · Charity number 1090877

Details

Other names OTLEY COURT HOUSE

Status Registered

Legal form Charitable company

Company number [04303404](#)

Registered 2002-03-04

Register [View on the Charity Commission register](#)

Contact

Address Otley Courthouse
Courthouse Street
Otley
LS21 3AN

Phone 01943467216

Email admin@otleycourthouse.org.uk

Website www.otleycourthouse.org.uk

Activities

Objects: A) TO ADVANCE THE EDUCATION OF THE INHABITANTS OF OTLEY AND SURROUNDING AREA IN ALL ASPECTS OF THE ARTS, IN PARTICULAR BUT NOT EXCLUSIVELY VISUAL ARTS, MUSIC, THEATRE, DANCE AND LITERATURE.B) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF OTLEY AND SURROUNDING AREA WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, DISABILITY, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND OTHER LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: The Courthouse Project runs a fully accessible arts and resource centre in Otley where people of all ages take part in arts educational, heritage and voluntary sector activities inc. music/theatre/dance/visual arts workshops, rehearsals, classes, training, meetings and performances; digital media, exhibitions and visual arts/crafts activities. It supports 135 volunteers who help run the building.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, Arts/culture/heritage/science, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** OTLEY AND THE SURROUNDING AREA
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£355,259	£379,313	-	-
2024-03-31	£306,718	£307,678	-	-
2023-03-31	£296,690	£296,073	-	-
2022-03-31	£230,999	£226,275	-	-
2021-03-31	£164,543	£129,153	-	-

Trustees

Name	Role	Appointed
Lee Nigel Wellbrook	Chair	2024-05-14
Geoffrey Midgley		2026-05-26
Lesley Fidler		2024-07-22
Pam Maureen Lamming		2014-01-15
Peter Earle		2016-11-28
Sarah Jane Ketchin		2025-11-03
Stephen Baskerville		2021-08-31

THE COURTHOUSE PROJECT (OTLEY) LIMITED

England & Wales - Charity number 1090877

Accounts

Company Registration Number - 04303404

The Charity Registration Number is :- 1090877

The Courthouse Project (Otley) Limited

Report and Accounts

31 March 2025

The Courthouse Project (Otley) Limited

Report and accounts for the year ended 31 March 2025

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	10
Independent Examiner's Report	12
<i>Funds Statements:-</i>	
Statement of Financial Activities	14
Statement of Financial Activities - Prior Year statement	15
Movements in funds	16
Revenue Funds	16
Fixed Asset funds	16
Income and Expenditure account	18
Summary of funds	17
Balance sheet	19
Notes to the accounts	20

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

The Trustees present their Report and Accounts for the year ended 31 March 2025, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- The Courthouse Project (Otley) Limited

The charity is also known by its operating names, Otley Courthouse Arts and Resources Centre and Otley Courthouse.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1090877

Legal structure of the charity

The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

The Governing Document is dated 2 March 2023.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

Otley Courthouse
Courthouse Street, Otley
LS21 3AN
Telephone 01943 467216 Email address director@otleycourthouse.org.uk
Web: <http://otleycourthouse.org.uk>

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

The Trustees in office on the date the report was approved were:-

Lee Wellbrook - Chair
Peter Earle – Vice-chair
Gill Leggat - Company Secretary
Keith Seymour
Pam Lamming
Steve Baskerville
Lesley Fidler

The following persons served as Trustees during the year ended 31 March 2025 :-

The trustees who served as a trustee in the reporting period

Lee Wellbrook - Chair
Peter Earle – Vice-chair
Gill Leggat - Company Secretary
Keith Seymour
Pam Lamming
Steve Baskerville
Lesley Fidler
David Robson - Resigned 19/11/2024
Hazel Costello - Resigned 19/11/2024
Pelle Langli - Resigned 10/07/2025

At the Annual General Meeting three trustees will retire as trustees, but are eligible for reappointment.

All the trustees are also members of the charity.

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 12 October 2001. The Charity's objects ("the Objects") as set out in the Memorandum of Association continue to be to promote the benefit of the inhabitants of Otley and surrounding area (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, disability, race or of political, religious or other opinions, by associating together the said inhabitants and voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

The main activities undertaken in relation to those purposes during the year.

The principal activity of the company during the year was to provide an arts and resource centre for Otley.

The year from April 2024 to March 2025 was the twenty-first year of the Courthouse's existence as an operating Arts and Resource centre.

Staffing

The staffing position as at the time of this report was as follows:-

2 x Centre Directors (job share – 1.2 FTE)

1 x Marketing Specialist

1 x Volunteer Co-ordinator

1x Finance Officer

1 x Programmer

In addition, we have a rotating group of technicians, bar & café staff and cleaners

Board and subcommittee meetings take place every two months, apart from Finance and Staffing subcommittees which are monthly. The financial and operational responsibilities of each subcommittee are reviewed regularly.

Programme of Work

We completed two full programmes of events throughout the year, with an increasing number of those selling out.

Musically our programme consisted of Classical Music (18 events), Folk Music (25), Pop, Rock & Jazz (14). We continued to draw artists of national renown, particularly for a smaller venue – Kathryn Roberts & Sean Lakeman, Eliza Carthy, The Sandy Denny Project, Mark Radcliffe & David Boardman, The Joshua Burnell Band, The Albion Christmas Band, Martyn Joseph and Martin Simpson.

Film remains a mainstay of our programming – with 64 film screenings (from art-house to mainstream)

In November we ran our annual full week of 17 Science activities – the 16th Otley Science Festival – supplemented by 3 Science Cafes throughout the year.

The Courthouse continued to bring nationally known comics to Otley – with a total of 8 Comedy gigs featuring the likes of Mark Thomas and Alfie Moore.

Our monthly Designer Craft Fairs were well supported.

Many of our evenings provide vital space for a range of local participatory arts activities and we hosted weekly Brass Band rehearsals and 4-a-week Dance classes.

We took part in, supported, and hosted various festivals throughout the year, including Otley Science Festival, Otley Wildlife Art Festival, Otley Green Fair and Heritage Open Days. The Prince Henry School Band Night was, as ever, a high energy evening.

Our monthly art exhibitions continue and are well received.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

Room hire

Tenants

There have been some changes in occupants in our rented spaces, but, at the time of writing, all 12 rooms are fully tenanted.

Weekly room hires

A wide range of activities is supported by our room hire provision. As well as the music, choir and dance activities outlined above we also provide space for Chair Based Yoga, Mind & Body, Singing for the Brain, Footloose Dance, Ballroom with Ping Liem, Pilates, Ladies Exercise, Courthouse Choir, Inspirations Dance (various dance styles for kids – teens), Otley Brass Band, Tai Chi, Zumba Gold, Chippendale Singers, Otley Writers, Rhythm Time, Crochet, Pic N Knits, Inspirations Dance Drama Class, and Otley Quakers.

Facilities

We have continued to improve our facilities. The café is open for regular hours and a new coffee machine has been installed. Following a failure of the main boiler, and also the fire alarm panel, both have been replaced and upgraded to newer models. We are working with Ilkley IT on a programme to review and upgrade our IT services to ensure that they are robust enough to deal with the increasing demand of an expanding audience. We had a fire inspection in 2025, which, apart from a few recommendations (which we are in the process of implementing), gave us a clean bill of health. Following a successful crowdfunder campaign in Autumn 2024, we are in the process of replacing the chairs in the auditorium with newer, lighter chairs. We have installed a shower and toilet in the Robing Room (which doubles as a green room for visiting performers).

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity. The charity usually operates to benefit the inhabitants of Otley and surrounding area, uniting individuals and voluntary sector organisations in a common effort to advance education and to provide facilities in the interests for recreation and other leisure-time occupation with the object of improving the conditions of life and giving access to all aspects of the arts, in particular but not exclusively visual arts, music, theatre, film, dance and literature.

The short term and longer term aims and objectives.

Our current lease is now 4 years away from its end date so we are negotiating with Leeds City Council on a new lease/lease extension. Our aim is to have a lease of at least 20 years duration in place in the near future.

We were unable to source the funding for the major extension to the rear of the Courthouse and these buildings have now been sold. However, the foyer extension part of the extension is still viable and we are applying for grants to complete this work. The foyer extension will include a public space for Otley Museum to display some of their artefacts – they have not had a publicly available display for some years.

We are planning a major auditorium refresh. In addition to the new chairs, we are seeking grants that will enable us to replace the manually-erected raked seating with electronically-controlled raked seating; upgrade the lighting; and upgrade the sound system. We are working through the building audit that was undertaken a few years ago. All the urgent actions have now been completed, so we will now be looking at how to address the larger, more costly actions (e.g. roof refurbishment, repair of the bell tower).

We will continue to review our audience reach and our audience demographic and identify means to widen our appeal.

We will continue to review (and adapt, where necessary) our position within the wider arts community.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

The charity's strategies for achieving its aims and objectives in the future.

We continued to work with Arkle Boyce (architects) to develop our ambitions for an extension to the foyer.
We have established contacts with Leeds City Council's Asset department for the lease negotiations.
We have signed up to an audience survey service which will help with identifying and segmenting our current audience.
We have trialled using a consultancy company to assist with identifying grant providers and with submitting grant applications. The trial results are currently being reviewed.

The contribution of volunteers during the year.

We welcomed Josephine Leung as our new Volunteer Co-ordinator (and also thank one of our trustees, Pam Lamming, for undertaking the role for a number of months until we got Josephine in post).
Currently the Courthouse has 95 volunteers on the books and over half of these are very active and regularly volunteer each month. So far this year volunteers have completed 48,250 hours of work for the Courthouse – equivalent to 25 FTEs. This includes reception and box office hours, Café, event stewards, house managers and students who volunteer here as part of their Duke of Edinburgh awards. We also have volunteers who are part of several committees who help organise the various larger events we hold throughout the year.

The main achievements and performance of the charity during the year.

During the year the income of the Charity was disbursed as shown on the attached Statement of Financial Activities.

Training

During the report period, we have run House Managing Training, Café Training, Box Office Training and First Aid Training which has included our volunteers. We have also run training on the new fire alarm system for our House Managers.

Audience Development

We kept in regular touch with our audience members through programming, social media and news updates. We also run a Friends Scheme which is maintaining its level of membership.
As noted above, we continue to review our audience spread and demographic to ensure that we reach as wide and diverse a population as possible.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

Economic Outputs

Local fundraising

Our monthly Craft fair, and regular Movie Matinee and Lunchtime Recital programme continues – all very successfully. Other regular events include the Plant stall in May, the Carnival stall in June, the Buttercross Stall in October and the Christmas Raffle. All were successful in spite of variable weather for the events held outside. There are also a variety of extra film events and talks put on through the year. Second hand book sales are steady and we continue to receive a supply of books from volunteers and public. The Fundraising group is very grateful for the support from volunteers for all local fundraising activities.

By the year end we had had raised a total of £2480.

Funders

Cultural Programmes at Leeds City Council - £15,000 (Core Funding)
Leeds Civic Trust - £170 (Heritage Open Days)
Otley Town Partnership - £3,000 (Science Festival)
Otley MICE Money - £500 (Science Festival)
Otley Town Council - £400 (Holiday Workshops)
National Lottery Community Fund - £20,000 (Volunteer Coordinator & Training for Volunteers)
Post Code Lottery - £70,000 (Core Funding, of which £2,500 was used in this financial year for increased marketing effort and £3,800 for outsourcing grant applications)

Grant making policies and how these contributed to the achievement of the charity's aims and objectives during the year.

The Courthouse Project (Otley) does not make grants to other organisations.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

Trustees are appointed by the existing board members. Occasional recruitment takes place to identify people who are willing to stand for election as Directors, and can contribute to the Courthouse.

The policies and procedures for the induction and training of trustees.

New and potential Trustees are first invited to become familiar with the Courthouse in day-to-day operation and then to observe a Board meeting. Once appointed, new Trustees are given an introduction pack which includes a history of the project; aims and objectives; equality and diversity, safeguarding, and other policy documents. Where appropriate and requested, they are also given comprehensive training to enable them to act as a 'house manager' which includes hands on training, all aspects of health and safety and security, shadowing opportunities and written handouts.

Where relevant, Trustees members are also subject to DBS checks.

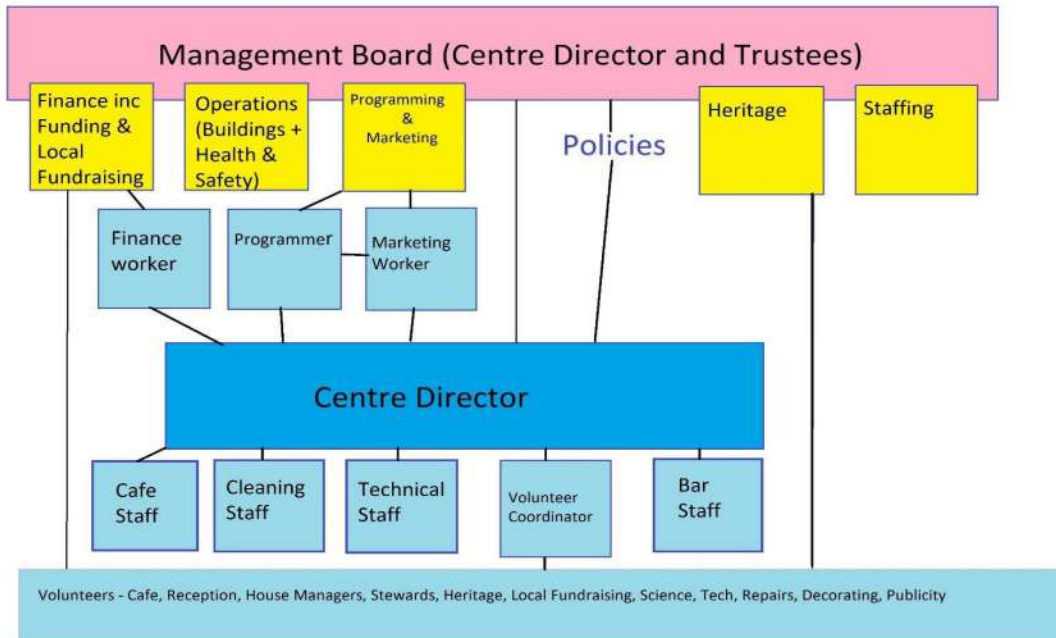
The charity's organisational structure. This was established in 2014 and remains the current basis of organisation.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

Otley Courthouse Organisational Structure - March 2024



Centre Directors

- Laura Barker-Bey
- Abi James

Volunteer Coordinator

- Josephine Leung

The charity as a part of a wider network.

The building is leased from Leeds City Council under a 25 year lease at nil consideration. The lease expires in 2029 and negotiations are underway to extend/renew the lease.

The Courthouse Project have worked closely with, and acknowledge the past and present assistance of, Leeds City Council, Arts Council England Yorkshire and Otley Town Council.

The Courthouse is a key client of Leeds City Council Culture Programmes, the council's arts department. The organisation has an excellent relationship with Otley Town Council. We are members of the Music Venues Trust which continues to be a prime source of support and guidance.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

The trustees' bank and advisors

Bankers Co-Operative Bank
 The Charity Bank Ltd

Financial review

Investment performance against the investment objectives.

The Courthouse Project (Otley) does not invest its funds.

The charity's financial position at the end of the year ended 31 March 2025

The financial position of the charity at 31 March 2025 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2025 £	2024 £
Net Expenditure	(24,054)	(32,869)
Unrestricted Revenue Funds available for the general purposes of the charity	19,804	33,433
Designated Fixed Asset Funds	141,218	151,642
	161,022	185,075
Restricted funds	-	-
Restricted Fixed Asset Funds	22,716	22,716
Total Restricted Funds	22,716	22,716
Total Funds	183,738	207,791

Financial review of the position at the reporting date, 31 March 2025 .

The trustees consider the financial performance by the charity during the year to have been satisfactory.

The Charity is continuing to take the following steps to further improve performance:-

- 1.Working hard to maintain, or reduce, all spending targets.
- 2.Working hard to increase the organisation's income through room hire, box office and bar and cafe sales to enable the organisation to make realistic transfers to reserves on an annual basis.
- 3.Exploring new possibilities for income generation including new ways of using space within The Courthouse which meet our charitable aims.
- 4.Identifying new grant providers to assist with facilities improvement and building enhancement projects.
- 5.Extending the use of our new Box Office system to improve our marketing, fundraising and audience reach.
- 6.Working with all identified parties, and with all Courthouse users (and potential users) to progress our development plans.
- 7.Devising and implementing strategies to grow audiences reach and spread.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

Policies on reserves.

The Courthouse's policy is to enable it to build and maintain sufficient capital reserves to provide cover for the inevitable fluctuations in revenue income, thus ensuring continuity in the provision of the Centre's services and, in line with Arts Council England recommendations and the practice of other arts and community organisations, to aim to have £60,000 in reserves which represents six month's spending.

The free unrestricted reserves at 31st March 2025 were £19,804 At March 2024 the figure was £33,433

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Risks and uncertainties facing the charity

The Courthouse Project has operated throughout to minimise risks, financial and otherwise, and has at all times taken advice from experts in the relevant field. A comprehensive financial system with safeguards has been established, and the organisation's finances are monitored against targets on a monthly basis and any necessary changes and adjustments made to ensure the organisation's financial security. All areas of the building have been subject to risk assessments and the necessary steps taken to minimize risks identified. The building has fully alarmed fire and security systems, which are remote monitored by ESS. The organisation recognizes and accepts the vulnerabilities of some volunteers and has support, training and clear systems in place, to ensure that any risks are minimised and overseen by paid staff.

Due to our increasing reliance on our IT systems, we have entered into a service contract with a local IT service organisation so that our IT support is on a more professional footing.

It continues to be expected that all Courthouse activities are clearly seen as the responsibility of a specified sub-committee. Financial delegation has also been reviewed and financial delegation to sub-committees is clearly framed by our annual budget.

Our most immediate uncertainties are:-

1. The negotiations over the lease with Leeds City Council – negotiations are under way and seem positive but are yet to be completed.
2. Competition for audience share, room hire and tenancies from other similar arts organisations both within Otley and from nearby locations.

Sustainability

The Courthouse Project is continually reviewing its procedures to ensure that energy consumption and waste production are kept to a minimum, and local resourcing of goods and services is carried out whenever possible.

Plans For the Future

Summary of plans for the future and the trustees' perspective of the future direction of the charity.

The Trustees' plans for the next year will continue to be focused on enabling the organisation to survive and thrive at a time of economic uncertainty and to prepare prudently for the effects of local government cuts. Measures will include careful budgeting and financial monitoring, trimming any unnecessary spending and increased marketing of the evening programme, workshop activities and room hire. However, we will look to invest in certain areas (new IT services, improved auditorium facilities, increased marketing hours) where we see that a longer term benefit will arise.

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff who are, or become, disabled.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025

Equal opportunities and employment of disabled persons

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff who are, or become, disabled.

Details of The Independent Examiner

Rob Woolley FCCA,CTA
Chartered Certified Accountant
Crown House
York Road
Shiptonthorpe
YO43 3PF

Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and 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 charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2025**Method of preparation of accounts - Small company provisions**

The financial statements are set out on pages 14 to 35.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 25 November 2025.

Peter Earle
Director and Trustee

The Courthouse Project (Otley) Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2025

I report to the Trustees on my examination of the financial statements of the charitable company on pages 14 to 35 for the year ended 31 March 2025 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 20.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 10, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

a) examine the financial statements of the charity under Section 145 of the Act;

b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

Since the charitable company's gross income exceeded £250,000, the charitable company's examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am an authorised member of Chartered Certified Accountant , which is one of the listed bodies.

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

The Courthouse Project (Otley) Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed:-

Rob Woolley FCCA,CTA - Independent Examiner
Chartered Certified Accountant

Crown House
York Road
Shiptonthorpe
YO43 3PF

This report was signed on 25 November 2025

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2025

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2025, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds 2025 £	Current year Restricted Funds 2025 £	Current year Total Funds 2025 £	Prior Year Total Funds 2024 £
Income & Endowments from:					
Donations & Legacies	A1	44,067	30,000	74,067	64,888
Charitable activities	A2	305,165	-	305,165	270,240
Other trading activities	A3	2,481	-	2,481	1,588
Investments	A4	3,546	-	3,546	2
Total income	A	355,259	30,000	385,259	336,718
Expenditure on:					
Raising funds	B1	1,435	-	1,435	99
Charitable activities	B2	377,878	30,000	407,878	369,488
Total expenditure	B	379,313	30,000	409,313	369,587
Net income / (Expenditure) for the year		(24,054)	-	(24,054)	(32,869)
Transfers between funds	C	-	-	-	-
Net income after transfers	A-B-C	(24,054)	-	(24,054)	(32,869)
Net movement in funds		(24,054)	-	(24,054)	(32,869)
Reconciliation of funds:-					
Total funds brought forward		185,074	22,716	207,790	240,659
Total funds carried forward		161,020	22,716	183,736	207,790

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

The notes attached on pages 20 to 35 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2025

The Courthouse Project (Otley) Limited - Analysis of prior year total funds, as required by paragraph 4.2 of the SORP

	SORP Ref	Prior Year Unrestricted Funds 2024 £	Prior Year Restricted Funds 2024 £	Prior Year Total Funds 2024 £
Income from:				
Donations & Legacies	A1	34,888	30,000	64,888
Charitable activities	A2	270,240	-	270,240
Other trading activities	A3	1,588	-	1,588
Investments	A4	2	-	2
Total income	A	306,718	30,000	336,718
Expenditure on:				
Raising funds	B1	99	-	99
Charitable activities	B2	339,488	30,000	369,488
Total expenditure	B	339,587	30,000	369,587
Net expenditure for the year		(32,869)	-	(32,869)
Transfers between funds	C	-	-	-
Net income after transfers		(32,869)	-	(32,869)
Net movement in funds		(32,869)	-	(32,869)
Reconciliation of funds:-				
Total funds brought forward	E	217,943	22,716	240,659
Total funds carried forward		185,074	22,716	207,790

All activities derive from continuing operations

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

The notes attached on pages 20 to 35 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2025

The Courthouse Project (Otley) Limited - Resources applied in the year ended 31 March 2025 towards fixed assets for Charity use:-

	2025 £	2024 £
Funds generated in the year as detailed in the SOFA	(24,054)	(32,869)
Resources applied on functional fixed assets	(27,146)	(714)
Net resources available to fund charitable activities	<u>(51,200)</u>	<u>(33,583)</u>

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

Movements in revenue and capital funds for the year ended 31 March 2025

Revenue accumulated funds

	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Last year Total Funds 2024 £
Accumulated funds brought forward	33,433	-	33,433	35,107
Recognised gains and losses before transfers	(24,054)	-	(24,054)	(32,869)
	9,379	-	9,379	2,238
(From)/To revenue funds	10,425	-	10,425	31,195
Closing revenue funds	<u>19,804</u>	<u>-</u>	<u>19,804</u>	<u>33,433</u>

Fixed asset funds

	Designated Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Last year Total Funds 2024 £
At 1 April	151,642	22,716	174,358	205,552
Transfer (to) revenue funds	(37,571)	-	(37,571)	(31,909)
Transfer from revenue funds - asset additions	27,146	-	27,146	714
At 31 March	<u>141,217</u>	<u>22,716</u>	<u>163,933</u>	<u>174,357</u>

The purposes of the transfers to fixed asset funds are described in Note 27 to the accounts and under the accounting policy 'Accounting for capital grants and fixed asset funds'.

The notes attached on pages 20 to 35 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2025

Summary of funds	Unrestricted and Designated funds	Restricted Funds	Total Funds	Last Year Total Funds
	2025 £	2025 £	2025 £	2024 £
Revenue accumulated funds	19,804	-	19,804	33,433
Fixed asset funds	141,217	22,716	163,933	174,357
Total funds	161,021	22,716	183,737	207,790

The notes attached on pages 20 to 35 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2025

**The Courthouse Project (Otley) Limited
Income and Expenditure Account for the year ended 31 March 2025 as required by the Companies Act 2006**

	2025 £	2024 £
Income		
Income from operations	381,713	336,694
Interest receivable	3,546	24
Gross income in the year before exceptional items	385,259	336,718
Gross income in the year including exceptional items	385,259	336,718
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	366,840	334,404
Depreciation and amortisation	37,571	31,909
Fundraising costs	1,435	99
Governance costs	3,335	3,175
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	409,181	369,587
Net income before tax in the financial year	(23,922)	(32,869)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	(23,922)	(32,869)
Retained surplus for the financial year	(23,922)	(32,869)

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 20 to 35 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Balance Sheet as at 31 March 2025

	SORP		2025	2024
	Note	Ref	£	£
Fixed assets		A		
Tangible assets	13	A2	141,217	151,642
Current assets		B		
Stocks		B1	2,978	3,202
Debtors	15	B2	12,740	9,870
Cash at bank and in hand		B4	202,323	128,925
Total current assets			<u>218,041</u>	<u>141,997</u>
Creditors: amounts falling due within one year	17	C1	<u>(175,520)</u>	<u>(85,848)</u>
Net current assets			42,521	56,149
Total net assets of the charity			<u>183,738</u>	<u>207,791</u>
Total net assets of the charity are funded by the funds of the charity, as follows:-				
Restricted funds				
Restricted Fixed Asset Funds	24	D2	22,716	22,716
Restricted Revenue Funds	24	D2	-	-
Unrestricted Funds				
Unrestricted Revenue Funds	24	D3	19,804	33,433
Designated Funds				
Designated Fixed Asset Funds	24	D3	141,218	151,642
Total charity funds			<u>183,738</u>	<u>207,791</u>

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 13.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

Lee Wellbrook

Trustee

Approved by the board of trustees on 25 November 2025

The notes attached on pages 20 to 35 form an integral part of these accounts.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, and applicable to all accounting periods beginning on or after 1st January 2019, (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice

Measurement and estimation - No material estimates have been made in the preparation of these financial statements, except in relation to the valuation of services and facilities provided in kind.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2025, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Risks and future assumptions

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Donated goods, facilities and services

Donated fixed assets are recognised at the current fair value. All such donations are recognised as donation income, and debited to fixed assets.

Services provided in kind, such as the notional rent of buildings, is shown both as notional income and as notional expenditure at an estimated fair market value.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated.

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

Allocating costs to activities

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied, and proportionate to the circumstances, is :-

Staffing - on the basis of time spent in connection with any particular activity.

Staffing - on a per capita basis, based on the number of people employed within any particular activity.

Premises related costs - on the proportion of floor area occupied by a particular activity.

Non specific support costs - on the basis of the usage of resources, in terms of time taken, capacity used, request made or other measures

Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note 7.

Policies relating to assets, liabilities and provisions and other matters.

Tangible fixed assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over estimated useful lives.

Leasehold premises	4 % straight line
Office Equipment	25 % straight line
Fixtures and Fittings and non Office Equipment	25 % reducing balance

Accounting for capital grants and fixed asset funds.

Gifts of tangible fixed assets or grants of a capital nature, given for the purposes of acquiring specific assets to be fully utilised in the furtherance of the objects of the charity, are credited to fixed asset funds after the donated asset has been received or sums have been properly expended on the restricted purpose.

Where the terms of the gift are met once the asset is acquired, so allowing the charity to use the asset on an unrestricted basis, including the right to receive the proceeds of any future sale of the asset on an unrestricted basis, then the fixed asset fund so created is categorised as a designated fixed asset fund.

Accounting for capital grants and fixed asset funds. (Continued)

When assets are acquired for the furtherance of the charity's objects, utilising the charity's own unrestricted funds, a transfer is made from unrestricted funds to a designated fixed asset fund.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

Whether acquired with unrestricted or restricted funds, the asset acquired is initially shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

As the related assets are depreciated, in accordance with the depreciation policy, in order to reflect the diminution in the asset, a transfer is made from the relevant fixed asset funds to either unrestricted or restricted revenue funds, as appropriate to the terms of the original gift, if any.

The effect of this policy is that the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Following the change in accounting policy on depreciation in prior years, a transfer has been made in this year so that in the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Stocks and work in progress

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Creditors and provisions for liabilities and charges are recognised and measured on a conventional accruals basis when a contractual or other legal liability has been established and can be properly quantified.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Pensions - defined contribution schemes

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal or as implied by law.

2 Liability to taxation

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is only partly recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities to the extent it cannot be recovered. Value Added Tax is excluded from the income shown in these accounts where such tax is accountable to HMRC.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no financial instruments that are relevant to the performance or position of the charity.

5 Net Surplus / (Deficit) before tax in the financial year

	2025 £	2024 £
The net surplus/(deficit) before tax in the financial year is stated after charging :		
Depreciation of owned fixed assets	37,571	31,909
Pension costs	1,159	1,131

6 Donated goods, services and facilities

	Current year Unrestricted Funds 2025 £	Current year Restricted Funds 2025 £	Current year Total Funds 2025 £	Prior Year Total Funds 2024 £
<i>Included in Legacies and Donations:-</i>				
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
	-	30,000	30,000	30,000

7 The contribution of volunteers

Otley Courthouse has 97 active volunteers. They are an essential part of the organisation and take on a range of roles – receptionists, cafe workers, bar staff, stewards at evening and daytime events, house managing at evening and daytime events, technical support, day to day financial support and redecorating and repair.

8 Staff costs and emoluments

<i>Salary costs</i>	2025 £	2024 £
Gross Salaries excluding trustees and key management personnel	94,144	84,954
Employer's National Insurance for all staff	410	-
Employer's operating costs of defined contribution pension schemes	1,159	1,131
Total salaries, wages and related costs	95,713	86,085
<i>Numbers of full time employees or full time equivalents</i>	2025	2024
The average number of total staff employed in the year was	4	4
The average number of part time staff employed in the year was	4	4
The average number of full time staff employed in the year was	-	-
The estimated full time equivalent number of all staff employed in the year was	2	2

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

Staff costs and emoluments (Continued)

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	1	1
Engaged on publicity activities	1	1
Engaged on management and administration	2	2
The estimated full time equivalent number of all staff employed as above	2	2

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

9 Defined contribution pension schemes

The Pension scheme has been set up under the Auto enrolment provisions with NEST Pensions and offered to all employees, and contributions are paid on qualified earnings.

Employers contributions are due of 3% from April 2019.

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

10 Remuneration and payments to Trustees and persons connected with them and Trustees' expenses

No trustees or persons connected with them received any remuneration or were reimbursed expenses from the charity, or any related entity.

11 Deferred income - Unrestricted and Designated funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Advance Ticket sales	40,959	(40,959)	43,798	43,798
Grants, donations and other un-restricted funds	-	-	95,576	95,576
Total	40,959	(40,959)	139,374	139,374
			2025	2024
			£	£
These deferrals are included in creditors			139,374	40,959

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

12 Deferred income - Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
SF Grants	3,000	(3,000)	-	-
Donation for development costs	22,716	(2,500)	20,216	20,216
Total	25,716	(5,500)	20,216	20,216
			2025	2024
			£	£
These deferrals are included in creditors			20,216	25,716

The deferrals included in creditors relate to funding specified by the funders as relating to specific periods and represent those parts of restricted funds which relate to periods subsequent to the accounting year end and are treated as grants in advance, or, alternatively, where there are conditions which must be fulfilled prior to entitlement or use of the restricted funds by the charity. they also include Advanced Ticket sales.

13 Tangible fixed assets

	Land and Buildings	Plant & Machinery	Furniture, Fixtures & Office Equipment	Total
	£	£	£	£
Cost				
At 1 April 2024	685,322	93,294	62,343	840,959
Additions	-	27,146	-	27,146
At 31 March 2025	685,322	120,440	62,343	868,105
Depreciation				
At 1 April 2024	547,167	79,807	62,343	689,317
Charge for the year	27,413	10,158	-	37,571
At 31 March 2025	574,580	89,965	62,343	726,888
Net book value				
At 31 March 2025	110,742	30,475	-	141,217
At 31 March 2024	138,155	13,487	-	151,642

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

14 Stocks & Work in Progress	2025	2024
	£	£
Stocks before write downs	2,978	3,202
	<u>2,978</u>	<u>3,202</u>

Analysis of the carrying value of stocks and work in progress by activities

	Stocks	
	2025	2024
	£	£
Activity		
Main charitable activities	2,978	3,202
	<u>2,978</u>	<u>3,202</u>

15 Debtors	2025	2024
	£	£
Trade debtors	1,251	1,901
Prepayments and accrued income	372	1,016
Other debtors	11,117	6,953
	<u>12,740</u>	<u>9,870</u>

16 Contingent asset	2025	2024
Amounts totalling £NIL (2024- £NIL) paid in advance for ticket sales are held in a client account in the charity's favour by a third party ticketing agency and there is a contingent asset for this amount if the events concerned proceed in the subsequent period. These amounts have not been included in the accounts.		

17 Creditors: amounts falling due within one year	2025	2024
	£	£
Trade creditors	616	616
Accruals	12,138	18,558
Deferred Income - Unrestricted & designated funds	139,374	40,958
Deferred Income - Restricted funds	20,216	25,716
PAYE, NIC VAT and other taxes	3,176	-
	<u>175,520</u>	<u>85,848</u>

18 Pension commitments	2025	2024
	£	£
Pension commitments under defined benefit/defined contribution schemes		
within one year	1,250	1,200
within two to five years	commitment per annum	1,350
in over five years	commitment per annum	1,400
	<u>4,000</u>	<u>4,400</u>

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

19 Financial commitments under operating leases

2025
£

2024
£

At the year end the charity had annual commitments under non-cancellable operating leases as set out below:

Operating leases which expire:

within one year

- 1,660

within two to five years - annual commitment

- -

20 Contingent liabilities

There were no contingent liabilities at the year end.

21 Income and Expenditure account summary

2025
£

2024
£

At 1 April 2024

240,342

273,211

Profit / (Loss) for the year after tax

(23,922)

(32,869)

At 31 March 2025

216,420

240,342

22 Related party transactions

One trustee was paid a sum of £2,278 (2024 - £1,419) to assist with sound and lighting technology at some public events. The trustees consider these amounts appropriate and there was no reasonable alternative. There were no other transactions with related parties.

23 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2025

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	(20,216)	141,218	20,216	141,217
Current Assets	218,041	-		218,041
Current Liabilities	(175,520)	-		(175,520)
	22,305	141,218	20,216	183,738

At 1 April 2024

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	-	151,642	-	151,642
Current Assets	119,281	-	22,716	141,997
Current Liabilities	(85,848)	-	-	(85,848)
	33,433	151,642	22,716	207,791

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

24 Change in total funds over the year as shown in Note 23 , analysed by individual funds

	Funds brought forward from 2024	Movement in funds in 2025	Transfers between funds in 2025	Funds carried forward to 2026
	£	See Note 25 £	See Note 26 £	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	33,433	(24,054)	10,425	19,804
Designated Fixed Asset Funds	151,642		(31,195)	120,447
Total unrestricted and designated funds	185,075	(24,054)	(20,770)	140,251
Restricted funds:-				
Restricted Fixed Asset Funds	22,716	-	-	22,716
Science Festival Fund	-	-		-
Total restricted funds	22,716	-	-	22,716
Total charity funds	207,791	(24,054)	(20,770)	162,967

25 Analysis of movements in funds over the year as shown in Note 24

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2025 £	2025 £	2025 £	2025 £
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	355,259	(379,313)	-	(24,054)
Restricted funds:-				
Gift in Kind - notional rent	30,000	(30,000)	-	-
	385,259	(409,313)	-	(24,054)

26 Details of transfers between funds in the year as shown in Note 24

The transfers shown in note 24 above are:-	2025 £
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy 'Accounting for capital grants and fixed asset funds'.	10,425
To/(from) Designated Fixed Asset Funds	(31,195)
To/(from) Restricted Fixed Asset Funds	-
Net transfers	(20,770)

The transfers are all made in compliance with the accounting policy note on the grant funding of assets.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2025

27 The purposes for which the funds as detailed in note 24 are held by the charity are:-

Unrestricted and designated funds:-

Unrestricted Revenue Funds These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

Designated Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year the fund has been increased by £27,146 to reflect assets purchased, and reduced by the transfer out of depreciation of £37,571 as explained under accounting policies.

Restricted funds:-

Restricted Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year there have been no specific grants or restricted donations for fixed assets. As all previously restricted assets have now met the terms of their initial conditions then there can be a transfer of the fund to the designated fixed asset fund.

Science Festival Fund As in previous years Otley Courthouse delivers a week long programme of Science related events (for the public, as well as School Shows) in November. Funding is obtained from a variety of sources. Due to the Covid pandemic, the funds received in this year were carried forward to be spent in the subsequent periods.

Gift in Kind - notional rent Notional rent for premises provided by Leeds City Council valued at £30,000

Development of new theatre -Restricted fixed asset funds Funds have been donated totalling £50,000, of which £20,216 remain, that are for the purpose of carrying out feasibility study and project work of developing a larger theatre on a site adjacent to the current theatre. Any fees or costs relating to this project are paid from this fund. Due to change in circumstances this will not now happen due to the land been sold off. A decision will be made to transfer the funds to another restricted fund or released to un-restricted funds.

28 Ultimate controlling party

The charity is under the control of its legal members.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

This analysis is classsified by conventional nominal descriptions and not by activity.

29 Donations and Legacies

	Current year Unrestricted Funds 2025 £	Current year Restricted Funds 2025 £	Current year Total Funds 2025 £	Prior Year Total Funds 2024 £
Donations and gifts from individuals				
Gift Aid refunds	1,334	-	1,334	2,107
Small donations individually less than £1000	4,061	-	4,061	4,461
Total donations and gifts from individuals	5,395	-	5,395	6,568
Revenue grants & donations from public bodies				
Small grants individually less than £1000	16,862	-	16,862	1,580
Arts Funding - Leeds City Council - Core funding	15,000	-	15,000	9,000
Otley Town Council	-	-	-	300
Leeds 2023 / Mentoring programme	-	-	-	-
Science Festival	4,000	-	4,000	3,500
Deferred Income brought forward:-				
IT Grant amortised	-	-	-	10,000
Science Fesitval	-	-	-	-
Development income	-	-	-	-
Total public sector revenue grants	35,862	-	35,862	24,380
Revenue grants & donations from non public bodies				
Friends of the Courthouse	2,810	-	2,810	3,940
Total private sector revenue grants	2,810	-	2,810	3,940
In the prior year, £500 was restricted.				
Gifts in kind, donated services and facilities				
Leeds City Council - Notional Rent	-	30,000	30,000	30,000
Total donated goods and services	-	30,000	30,000	30,000
In the prior year, the amount of £30,000 was restricted.				
Total Donations and Legacies	A1 44,067	30,000	74,067	64,888

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

30 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2025 £	Current year Restricted Funds 2025 £	Current year Total Funds 2025 £	Prior Year Total Funds 2024 £
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	62,779	-	62,779	54,967
Primary purpose trading - Ticket Sales	197,257	-	197,257	172,808
Ancillary trading in support of charitable objects	6,302	-	6,302	4,949
Letting of property for charitable purposes	38,827	-	38,827	37,516
Other Charitable Activities	-	-	-	-
Total Primary purpose and ancillary trading	305,165	-	305,165	270,240

All prior year transactions in this category were unrestricted.

31 Total Income from charitable activities

	Current year Unrestricted Funds £ 2025	Current year Restricted Funds £ 2025	Current year Total Funds £ 2025	Prior Year Total Funds £ 2024
Total donations and legacies	44,067	30,000	74,067	64,888
Total income from charitable trading	305,165	-	305,165	270,240
Total from charitable activities	A2 349,232	30,000	379,232	335,128

32 Income from other, non charitable, trading activities

	Current year Unrestricted Funds 2025 £	Current year Restricted Funds 2025 £	Current year Total Funds 2025 £	Prior Year Total Funds 2024 £
Income from fundraising events	2,481	-	2,481	1,588
Total from other activities	A3 2,481	-	2,481	1,588

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

33 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Spend from grants awarded	-	-	-	8,385
Development costs of future projects	-	-	-	-
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
Total direct spending	B2a -	30,000	30,000	38,385

34 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Cost of goods for primary purpose trading	156,053	-	156,053	132,163
Costs of ancillary trading to benefit beneficiaries	-	-	-	-
Cost of goods for ancillary trading	19,115	-	19,115	19,740
Marketing and advertising of primary purpose trading	4,399	-	4,399	3,922
Gross wages and salaries - charitable trading activities	6,686	-	6,686	5,427
Total charitable trading costs	B2b 186,253	-	186,253	161,252

In the prior year all amounts were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

35 Support costs for charitable activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
<i>Employee costs not included in direct costs</i>				
Salaries - Administrative staff	87,590	-	87,458	78,077
Defined contribution pension cost - admin staff	1,159	-	1,159	1,131
Employers' NI - Administrative staff	410	-	410	1,450
Training and welfare - staff	138	-	138	435
Freelance fees	7,394	-	7,394	6,758
<i>Volunteer costs</i>				
Travel and subsistence - volunteers	45	-	45	50
<i>Premises Expenses</i>				
Rates and water charges	1,914	-	1,914	2,108
Room Hire	-	-	-	-
Light heat and power	14,268	-	14,268	9,087
Cleaning and waste management	3,232	-	3,232	3,572
Premises repairs, renewals and maintenance	-	-	-	-
Alarm and security costs	2,959	-	2,959	4,533
Property insurance	5,074	-	5,074	5,289
Additional building repairs	5,401	-	5,401	2,002
<i>Administrative overheads</i>				
Telephone, fax and internet	1,506	-	1,506	1,401
Postage	899	-	899	1,079
Stationery and printing	3,436	-	3,436	2,637
Membership subscriptions	11,743	-	11,743	9,570
Software licences and expenses	466	-	466	880
Equipment, repairs, expenses and maintenance	-	-	-	-
Licences & Permits	200	-	200	180
Support costs for charitable activities (Continued)				
<i>Professional fees paid to the Auditor or Independent Examiner in addition to audit and examination fees</i>				
Company House	34	-	34	13
<i>Financial costs</i>				
Bank charges	2,851	-	2,851	4,515
Bad debts written off	-	-	-	-
Depreciation & Amortisation in total for the period	37,571	-	37,571	31,909
Support costs	188,290	-	188,158	166,676
Total support costs	188,290	-	188,158	166,676

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2025 as required by the SORP 2015

36 Other Expenditure - Governance costs

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2025	2025	2025	2024
	£	£	£	£
Independent Examiner's fees	2,750	-	2,750	2,600
Trustees' indemnity insurance	585	-	585	575
Total Governance costs	3,335	-	3,335	3,175

All prior year transactions in this category were unrestricted.

37 Total Charitable expenditure

		Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2025	2025	2025	2024
		£	£	£	£
Total direct spending	B2a	-	30,000	30,000	38,385
Total charitable trading costs	B2b	186,253	-	186,253	161,252
Total support costs	B2d	188,290	-	188,158	166,676
Total Governance costs	B2e	3,335	-	3,335	3,175
Total charitable expenditure	B2	377,878	30,000	407,746	369,488

In the prior year, of the total of £369,488 an amount of £43,800 was restricted.

38 Expenditure on raising funds and costs of investment management

		Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2025	2025	2025	2024
		£	£	£	£
Fundraising Trading costs		1,435	-	1,435	99
Total fundraising costs	B1	1,435	-	1,435	99

All prior year transactions in this category were unrestricted.

THE COURTHOUSE PROJECT (OTLEY) LIMITED

England & Wales - Charity number 1090877

Accounts

Company Registration Number - 04303404

The Charity Registration Number is :- 1090877

The Courthouse Project (Otley) Limited

Report and Accounts

31 March 2024

The Courthouse Project (Otley) Limited

Report and accounts for the year ended 31 March 2024

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	11
Independent Examiner's Report	13
<i>Funds Statements:-</i>	
Statement of Financial Activities	15
Statement of Financial Activities - Prior Year statement	16
Movements in funds	17
Revenue Funds	17
Fixed Asset funds	17
Income and Expenditure account	19
Summary of funds	17
Balance sheet	20
Notes to the accounts	21

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

The Trustees present their Report and Accounts for the year ended 31 March 2024, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- The Courthouse Project (Otley) Limited

The charity is also known by its operating names, Otley Courthouse Arts and Resources Centre and Otley Courthouse.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1090877

Legal structure of the charity

The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

The Governing Document is dated 2 March 2023 following an amendment for cheque signatories.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

The principal operating address, telephone number, email and web addresses of the charity are:-

Otley Courthouse
Courthouse Street, Otley
LS21 3AN
Telephone 01943 467216 Email address director@otleycourthouse.org.uk
Web: <http://otleycourthouse.org.uk>

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Trustees in office on the date the report was approved were:-

David Robson - Chair and Treasurer
Hazel Costello – Vice-chair
Gill Leggat - Company Secretary
Keith Seymour
Pam Lamming
Peter Earle
Steve Baskerville
Lee Wellbrook
Pelle Langli

The following persons served as Trustees during the year ended 31 March 2024 :-

The trustees who served as a trustee in the reporting period

David Robson - Chair and Treasurer
Hazel Costello – Vice-chair
Gill Leggat - Company Secretary
Keith Seymour
Pam Lamming
Peter Earle
Steve Baskerville

At the Annual General Meeting three trustees will retire as trustees, but are eligible for reappointment.

All the trustees are also members of the charity.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 12 October 2001. The Charity's objects ("the Objects") as set out in the Memorandum of Association continue to be to promote the benefit of the inhabitants of Otley and surrounding area (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, disability, race or of political, religious or other opinions, by associating together the said inhabitants and voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The main activities undertaken in relation to those purposes during the year.

The principal activity of the company during the year was to provide an arts and resource centre for Otley. The year from April 2023 to March 2024 was the twentieth year of the Courthouse's existence as an operating Arts and Resource centre.

Staffing

After several years of stable staffing, this year brought changes as people left for promotions elsewhere or to start their own ventures. Our Centre Director returned part time after maternity leave, so that from Nov 2023 we have 2 CDs sharing the responsibilities of this key post.

The Courthouse cafe has always been the responsibility of the Volunteer Coordinator, but when the VC departed to open her own cafe, we were able to take stock of the job description to look at how best to use these hours. We decided to separate the tasks of management and development of the cafe, from the very important jobs of recruitment, training and support of the volunteers, and this division will be monitored closely over the next few months.

The Courthouse Clean Team gained a new member, and a new Marketing and Audience Development worker was appointed when our previous colleague left for a new post.

Board and subcommittee meetings were rescheduled to once every two months (apart from Finance which will remain monthly) with a renewed emphasis on delegation – both operational and financial. It was further agreed to simplify our sub-committees structure – as shown on the Organisational Structure diagram later in the report.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

Programme of Work

We ran two full programmes of events during the year which exceeded previous income and profit levels. Recovery post-covid is complete, and we weathered the inflation storm.

Musically our programme consisted of Classical Music (19 events), Folk Music (24), Pop, Rock & Jazz (23). We continued to draw artists of national renown – Aly Bain, Phil Cunningham, Angeline Morrison, Cara Dillon, Kris Drever, Le Vent Du Nord, Show of Hands, Charlie Dore, Gordon Giltrap, John Otway & Wild Willy Barrett, Martin Taylor, Snake Davis, and Tom Robinson.

Film was again a mainstay of our programming – with 49 film screenings (from art-house to mainstream), and 15 special screenings events – gallery tours, ballet and NTL.

In November we ran our annual full week of Science activities – the 15th Otley Science Festival – supplemented by Science Cafes throughout the year.

The Courthouse continued to bring nationally known comics to Otley – with a total of 12 Comedy gigs featuring the likes of Chris McCausland, Geoff Norcott, Omid Djalili, Rosie Jones and Zoe Lyons.

Our monthly Designer Craft Fairs were well supported.

Many of our evenings provide vital space for a range of local participatory arts activities and we hosted weekly Brass Band rehearsals, two weekly Choir rehearsals (for two different choirs), and 4-a-week Dance classes. We also started to build back the Courthouse as a Crafts workshop centre.

We took part in, supported, and hosted various festivals throughout the year, including Otley Live, Otley Folk Festival, Otley Science Festival, Otley Wildlife Art Festival, Otley Green Fair, Otley Victorian Fayre, Heritage Open Days and International Women's Day. The Prince Henry School Band Night held another high energy evening.

We were a host venue for the Leeds 2023 Community day and hosted the CPRE AGM again.

We were also pleased to hold our monthly exhibitions by a range of local artists.

Room hire

Tenants

Our artists' studios remained fully tenanted and the Maker Space (with co-users The Wharfedale Men's Shed) has gone from strength to strength and is continuing to match our projected rental take. The new Art Room tenants are the Madahers – a couple who are nationally known as textile designers. Studio 1 is tenanted by Haycock and Jay – an ecology survey company, and Studio 3 by Wharfedale Naturalists who use it as a study room. These new tenancies strengthen the Courthouse's artistic and environmental footprints.

Weekly room hires

A wide range of activities is supported by our room hire provision. As well as the Music, Choir and Dance activities outlined above we also provide space for Chair based Yoga, Mind and Body connection classes, Singing for the Brain sessions, Pilates, a Ladies Exercise group, Rhythm Time sessions, a Writers' group, Creative crochet, a Knitting group, a Book Club and the local Quakers group.

Facilities

During the year we installed a larger film screen with finance from Otley Film Society, and upgraded the cabling to our two projectors. We also developed a funding bid to complete the upgrade of the Courtroom as a multi-use performance space. The Courtyard has been improved with an additional potted plants, and external electric sockets to support outdoor performances and stalls. Cables were installed across the entrance to the Courtyard – initially for a display during our 20th Birthday – but they will then be used for other display purposes.

We decided to split the Volunteer Co-ordinator role into 2 days VC and one day café supervisor in order to continue the build-back of the café post-Covid..

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity. The charity usually operates to benefit the inhabitants of Otley and surrounding area, uniting individuals and voluntary sector organisations in a common effort to advance education and to provide facilities in the interests for recreation and other leisure-time occupation with the object of improving the conditions of life and giving access to all aspects of the arts, in particular but not exclusively visual arts, music, theatre, film, dance and literature.

The short term and longer term aims and objectives.

Our longer term plans - to build an extension to the Courthouse to the rear of our current building – have been parked due to the unfavourable national funding climate.

However a first step towards this - to enlarge our entrance / café area into the Courtyard – has been taken to NLHF with the proposal to include permanent display space for Otley Museum as part of the project. NLHF has given initial go-ahead to this bid.

We will also:

- work with Third Sector Consultancy to identify, and apply to, relevant funders.
- work alongside the Maker Space to build the membership and range of activities.
- continue to work with CCS to identify contracts and individual items that can be purchased through them.
- further develop links with local and regional organisations; develop our audience across a range of arts based activities; further refine our programming to meet local needs; build on our already successful provision of spaces for a range of local needs; ensure that all spaces are fully utilised - either by room hires or tenancies.
- continue to work on the findings of our full Building survey to improve the fabric of our current buildings.
- seek to expand the number of trustees.

The charity's strategies for achieving its aims and objectives in the future.

We will continue to work on developing a new, enlarged, foyer area – which will provide space for Otley Museum displays. We will investigate venue software that will enable our staff and volunteers to work more effectively.

The contribution of volunteers during the year.

The Volunteer Coordinator role became vacant during the year and we decided to park it for a few months to assist our bottom line, and to rethink how the role might work in the future. We have continued to see new volunteers throughout the year – young and old.

Volunteers at Otley Courthouse

Currently the Courthouse has 107 volunteers on the books and over half of these are very active and regularly volunteer each month.

During the year we have taken on 9 new volunteers who have all taken part in training for stewarding and are eager to play an active role every week. All new volunteers shadow at an event initially. They have the opportunity to continue shadowing until they feel confident.

This also applies to new reception and cafe workers who often require more shared practice initially.

Potential new House managers will also shadow until they feel confident. Detailed instruction booklets are available for reception volunteers and potential house managers.

Hours of volunteering:

In the year April 2023 – March 2024 volunteers have completed over 4156 hours of work for the Courthouse! This includes: Reception hours, Café and Event stewards.

House managers have volunteered for over 600 hours.

This year we have had one girl who has undertaken bronze award Duke of Edinburgh volunteering and is now doing her silver through helping out in the café..

We also have volunteers who are part of several committees who help organise the various larger events we hold throughout the year.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

The main achievements and performance of the charity during the year.

During the year the income of the Charity was disbursed as shown on the attached Statement of Financial Activities.

Training

This year a further 12 volunteers attended level 3 Emergency First Aid at work training, these volunteers take on extra responsibility by managing the other volunteers and looking after the building at evening events. 9 volunteers had attended a training session earlier in 2023.

Food Safety Training was updated last year.

Ticket solve training (Box Office new system) 8 volunteers had training with the Centre Director over the summer.

Audience Development

We kept in regular touch with our audience members through programming and news updates. The Friends scheme continued to grow and Friends membership rose to its highest ever number. Box office figures remained strong with sell out shows continuing to be common.

Economic Outputs

Local fundraising

Our monthly Craft fair, and regular Movie Matinee programme continues – both very successfully. Other events include the Green Fair in April, the Plant stall in May, the Carnival stall in June, the Buttercross Stall in October and the Christmas Raffle. All were successful in spite of variable weather for the events held outside. Exhibition on Screen films, Movie Matinee films, and talks with Q & As are also popular. Second hand book sales are steady and we continue to receive a supply of books from volunteers and public. The Fundraising group is very grateful for the support from volunteers for all local fundraising activities. By the year end we had had raised a total of £1,588.

Funders

Arts Funders (Leeds City Council) £9,000
MICE (local councillors fund) (Leeds City Council) £500
Leeds Philosophical Society £500
Otley Town Partnership £2,000
Leeds Inspired £1,200
Otley Town Council £300
Institute of Physics £500
Leeds Civic Trust £380

The difference the charity's performance during the year has made to the beneficiaries of the charity and wider society

The principal aim of the company during the year was to provide an arts and resource centre for Otley and we were pleased to return to providing these services as quickly as we did.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

Grant making policies and how these contributed to the achievement of the charity's aims and objectives during the year.

The Courthouse Project (Otley) does not make grants to other organisations.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

Trustees are appointed by the existing board members. Occasional recruitment takes place to identify people who are willing to stand for election as Directors, and can contribute to the Courthouse.

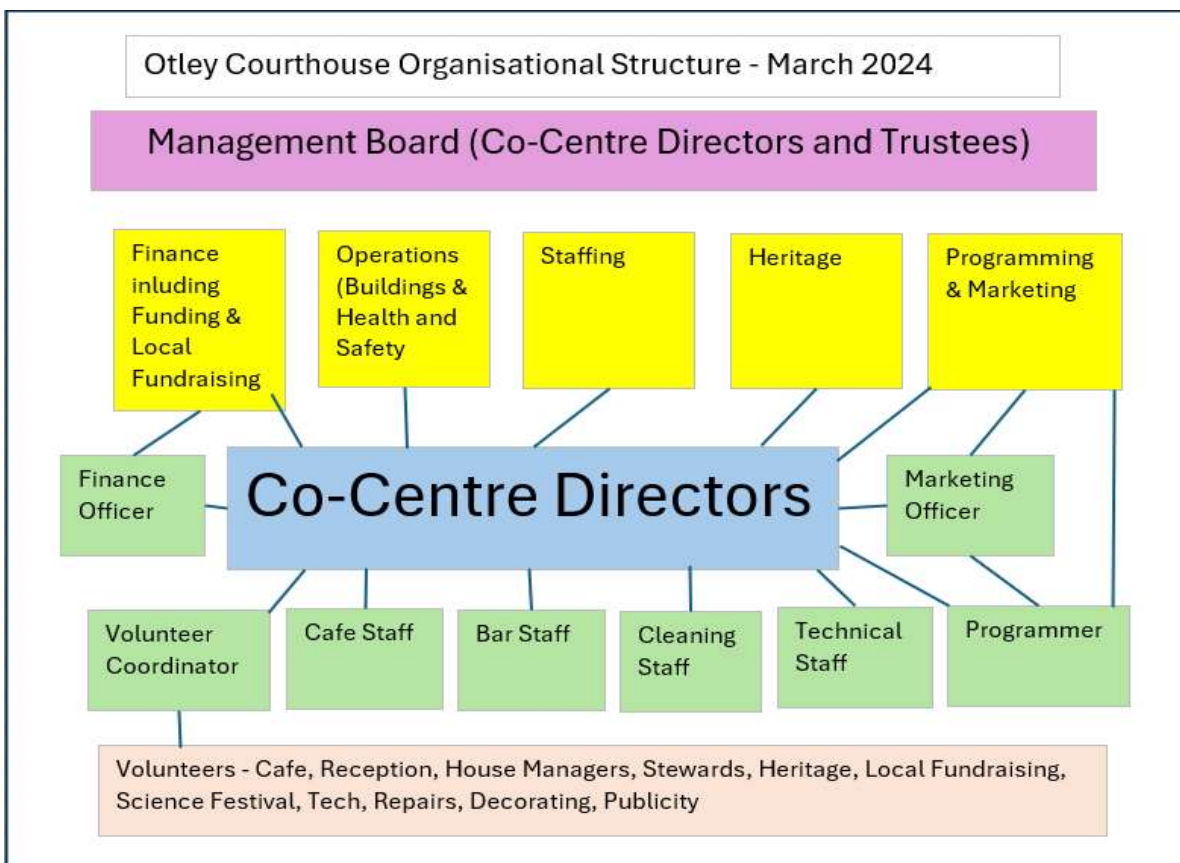
The policies and procedures for the induction and training of trustees.

New and potential Trustees are first invited to become familiar with the Courthouse in day to day operation and then to observe a Board meeting. Once appointed, new Trustees are given an induction pack which includes a history of the project; aims and objectives; equality and diversity, safeguarding, and other policy documents. They are also given comprehensive training to enable them to act as a 'house manager' which includes hands on training, all aspects of health and safety and security, shadowing opportunities and written handouts.

Where relevant, Trustees members are also subject to DBS checks.

The charity's organisational structure.

This was reviewed during the year.



The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

The Chief Executive Officer and other senior management personnel to whom day to day management is delegated

Centre Directors

- Laura Barker-Bey
- Abi James

The charity as a part of a wider network.

The building is leased from the LDA under a 25 year lease at nil consideration.

The Courthouse Project have worked closely with, and acknowledge the past and present assistance of, Leeds City Council, Arts Council England Yorkshire, Otley Town Council and the past assistance of the Market Towns Initiative, and Yorkshire Forward, and the Foyle Foundation.

The Courthouse is a key client of arts@leeds - Leeds City Council's arts department - and was pleased to receive an uplift in funding for the 4 years from 2018 and this has been extended, post pandemic, for a further two years. The organisation has an excellent relationship with Otley Town Council. Our membership of the Small Venues Network continues, and we have become members of the Music Venues Trust which helped us enormously to stay up to date with advice post-pandemic.

The trustees' bank and advisors

Bankers Co-Operative Bank
 The Charity Bank Ltd

Financial review

Investment performance against the investment objectives.

The Courthouse Project (Otley) has deposited £75,000 into an ethical fixed rate account with The Charity Bank Ltd

The charity's financial position at the end of the year ended 31 March 2024

The financial position of the charity at 31 March 2024 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2024	2023
	£	£
Net Expenditure	(32,869)	(32,552)
Unrestricted Revenue Funds available for the general purposes of the charity	33,433	35,107
Designated Fixed Asset Funds	151,642	182,836
	185,075	217,943
Restricted funds	-	-
Restricted Fixed Asset Funds	22,716	22,716
Total Restricted Funds	22,716	22,716
Total Funds	207,791	240,659

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

Financial review of the position at the reporting date, 31 March 2024 .

The trustees consider the financial performance by the charity during the year to have been satisfactory.

The Charity is continuing to take the following steps to further improve performance:-

1. Working hard to maintain, or reduce, all spending targets.
2. Working hard to increase the organisation's income through room hire, box office and bar and cafe sales to enable the organisation to make realistic transfers to reserves on an annual basis.
3. Exploring new possibilities for income generation including new ways of using space within The Courthouse which meet our charitable aims.
4. Using our new Box Office system to further improve our marketing and fundraising.
5. Working with all identified parties, and with all Courthouse users (and potential users) to progress our development plans.
6. Devising and implementing strategies to grow both audiences and other centre use after the pandemic.

Policies on reserves.

The Courthouse's policy is to enable it to build and maintain sufficient capital reserves to provide cover for the inevitable fluctuations in revenue income, thus ensuring continuity in the provision of the Centre's services and, in line with Arts Council England recommendations and the practice of other arts and community organisations, to aim to have £60,000 in reserves which represents six month's spending.

The free unrestricted reserves at 31st March 2024 were £22,874. At March 2023 the figure was £35,107

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

Risks and uncertainties facing the charity

The Courthouse Project has operated throughout to minimise risks, financial and otherwise, and has at all times taken advice from experts in the relevant field. A comprehensive financial system with safeguards has been established, and the organisation's finances are monitored against targets on a monthly basis and any necessary changes and adjustments made to ensure the organisation's financial security. All areas of the building have been subject to risk assessments and the necessary steps taken to minimize risks identified. The building has fully alarmed fire and security systems, which are remote monitored by ESS. The organisation recognizes and accepts the vulnerabilities of some volunteers and has support, training and clear systems in place, to ensure that any risks are minimised and overseen by paid staff. The Courthouse is working hard to fully re-establish itself as a key venue after the pandemic.

It continues to be expected that all Courthouse activities are clearly seen as the responsibility of a specified sub-committee. Financial delegation has also been reviewed and financial delegation to sub-committees is clearly framed by our annual budget.

Sustainability

The Courthouse Project is continually reviewing its procedures to ensure that energy consumption and waste production are kept to a minimum, and local resourcing of goods and services is carried out whenever possible.

Plans For the Future

Summary of plans for the future and the trustees' perspective of the future direction of the charity.

The Trustees' plans for the next year will continue to be focused on enabling the organisation to survive and thrive at a time of economic uncertainty and rising inflation, and to prepare prudently for the continued likelihood of local government cuts and continued high inflation. Measures will include careful budgeting and financial monitoring, trimming any unnecessary spending and increased marketing of the evening programme, workshop activities and room hire. Our successful agreement with Leeds City Council to be seen as a 'mid-range' organisation with the accompanying increased funding will help enormously in this respect. The organisation will also be exploring the best ways to further improve our marketing of events and room hire - bringing in new audiences where possible.

Otley Maker Space continues to expand on its initial membership income target.

Heads of Terms have been agreed with Leeds City Council about our plans to build a larger performance / event space, plus additional rooms, to the rear of the Courthouse. Project Management / Architecture partners have been identified and pre-application documents have been delivered to Leeds City Council and met with enthusiastic approval. At a time of more limited grant availability we will consider how to further our development aims without endangering the existing venues successful business model.

Equal opportunities and employment of disabled persons

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff who are, or become, disabled.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024

Details of The Independent Examiner

Rob Woolley FCCA,CTA
Chartered Certified Accountant
Crown House
York Road
Shiptonthorpe
YO43 3PF

Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and 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 charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2024**Method of preparation of accounts - Small company provisions**

The financial statements are set out on pages 15 to 37.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

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

This report was approved by the board of trustees on 19 November 2024.

DAVID ROBSON
Director and Trustee

The Courthouse Project (Otley) Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2024

I report to the Trustees on my examination of the financial statements of the charitable company on pages 15 to 37 for the year ended 31 March 2024 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 21.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 11, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

Since the charitable company's gross income exceeded £250,000, the charitable company's examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am an authorised member of Chartered Certified Accountant , which is one of the listed bodies.

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

The Courthouse Project (Otley) Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed:-

Rob Woolley FCCA,CTA - Independent Examiner
Chartered Certified Accountant

Crown House
York Road
Shiptonthorpe
YO43 3PF

This report was signed on 19 November 2024

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2024

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2024, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2024 £	2024 £	2024 £	2023 £
Income & Endowments from:					
Donations & Legacies	A1	34,888	30,000	64,888	65,696
Charitable activities	A2	270,240	-	270,240	228,355
Other trading activities	A3	1,588	-	1,588	2,615
Investments	A4	2	-	2	24
Total income	A	306,718	30,000	336,718	296,690
Expenditure on:					
Raising funds	B1	99	-	99	439
Charitable activities	B2	339,488	30,000	369,488	328,803
Total expenditure	B	339,587	30,000	369,587	329,242
Net income / (Expenditure) for the year		(32,869)	-	(32,869)	(32,552)
Transfers between funds	C	-	-	-	-
Net income after transfers	A-B-C	(32,869)	-	(32,869)	(32,552)
Net movement in funds		(32,869)	-	(32,869)	(32,552)
Reconciliation of funds:-					
Total funds brought forward		217,943	22,716	240,659	273,211
Total funds carried forward		185,074	22,716	207,790	240,659

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

The notes attached on pages 21 to 37 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2024

The Courthouse Project (Otley) Limited - Analysis of prior year total funds, as required by paragraph 4.2 of the SORP

	SORP Ref	Prior Year Unrestricted Funds 2023 £	Prior Year Restricted Funds 2023 £	Prior Year Total Funds 2023 £
Income from:				
Donations & Legacies	A1	15,161	50,535	65,696
Charitable activities	A2	228,355	-	228,355
Other trading activities	A3	2,615	-	2,615
Investments	A4	24	-	24
Total income	A	246,155	50,535	296,690
Expenditure on:				
Raising funds	B1	439	-	439
Charitable activities	B2	277,768	51,035	328,803
Total expenditure	B	278,207	51,035	329,242
Net expenditure for the year		(32,052)	(500)	(32,552)
Transfers between funds	C	-	-	-
Net income after transfers		(32,052)	(500)	(32,552)
Net movement in funds		(32,052)	(500)	(32,552)
Reconciliation of funds:-				
Total funds brought forward	E	272,711	500	273,211
Total funds carried forward		240,659	-	240,659

All activities derive from continuing operations

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2024

The Courthouse Project (Otley) Limited - Resources applied in the year ended 31 March 2024 towards fixed assets for Charity use:-

	2024	2023
	£	£
Funds generated in the year as detailed in the SOFA	(32,869)	(32,552)
Resources applied on functional fixed assets	(714)	(2,166)
Net resources available to fund charitable activities	<u>(33,583)</u>	<u>(34,718)</u>

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

Movements in revenue and capital funds for the year ended 31 March 2024

Revenue accumulated funds

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Last year Total Funds 2023 £
Accumulated funds brought forward	35,107	-	35,107	59,372
Recognised gains and losses before transfers	(32,869)	-	(32,869)	(32,552)
	2,238	-	2,238	26,820
(From)/To revenue funds	31,195	-	31,195	8,287
Closing revenue funds	<u>33,433</u>	<u>-</u>	<u>33,433</u>	<u>35,107</u>

Fixed asset funds

	Designated Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Last year Total Funds 2023 £
At 1 April	182,836	22,716	205,552	213,839
Transfer (to) revenue funds	(31,909)	-	(31,909)	(10,453)
Transfer from revenue funds - asset additions	714	-	714	2,166
At 31 March	<u>151,641</u>	<u>22,716</u>	<u>174,357</u>	<u>205,552</u>

The purposes of the transfers to fixed asset funds are described in Note 27 to the accounts and under the accounting policy 'Accounting for capital grants and fixed asset funds'.

The notes attached on pages 21 to 37 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2024

Summary of funds	Unrestricted and Designated funds	Restricted Funds	Total Funds	Last Year Total Funds
	2024	2024	2024	2023
	£	£	£	£
Revenue accumulated funds	33,433	-	33,433	35,107
Fixed asset funds	151,641	22,716	174,357	205,552
Total funds	185,074	22,716	207,790	240,659

The notes attached on pages 21 to 37 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2024

**The Courthouse Project (Otley) Limited
Income and Expenditure Account for the year ended 31 March 2024 as required by the Companies Act 2006**

	2024 £	2023 £
Income		
Income from operations	336,716	296,666
Interest receivable	2	24
Gross income in the year before exceptional items	336,718	296,690
Gross income in the year including exceptional items	336,718	296,690
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	334,404	292,684
Depreciation and amortisation	31,909	33,169
Fundraising costs	99	439
Governance costs	3,175	2,950
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	369,587	329,242
Net income before tax in the financial year	(32,869)	(32,552)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	(32,869)	(32,552)
Retained surplus for the financial year	(32,869)	(32,552)

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 21 to 37 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Balance Sheet as at 31 March 2024

	SORP		2024	2023
	Note	Ref	£	£
Fixed assets	A			
Tangible assets	13	A2	151,642	182,836
Current assets	B			
Stocks		B1	3,202	2,569
Debtors	15	B2	9,870	6,925
Cash at bank and in hand		B4	128,925	137,871
Total current assets			<u>141,997</u>	<u>147,365</u>
Creditors: amounts falling due within one year	17	C1	<u>(85,848)</u>	<u>(89,542)</u>
Net current assets			56,149	57,823
Total net assets of the charity			<u>207,791</u>	<u>240,659</u>
Total net assets of the charity are funded by the funds of the charity, as follows:-				
Restricted funds				
Restricted Fixed Asset Funds	24	D2	22,716	22,716
Restricted Revenue Funds	24	D2	-	-
Unrestricted Funds				
Unrestricted Revenue Funds	24	D3	33,433	35,107
Designated Funds				
Designated Fixed Asset Funds	24	D3	151,642	182,836
Total charity funds			<u>207,791</u>	<u>240,659</u>

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 14.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

DAVID ROBSON

Trustee

Approved by the board of trustees on 19 November 2024

The notes attached on pages 21 to 37 form an integral part of these accounts.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, and applicable to all accounting periods beginning on or after 1st January 2019, (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice

Measurement and estimation - No material estimates have been made in the preparation of these financial statements, except in relation to the valuation of services and facilities provided in kind.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2025, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Risks and future assumptions

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Donated goods, facilities and services

Donated fixed assets are recognised at the current fair value. All such donations are recognised as donation income, and debited to fixed assets.

Services provided in kind, such as the notional rent of buildings, is shown both as notional income and as notional expenditure at an estimated fair market value.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

Allocating costs to activities

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied, and proportionate to the circumstances, is :-

Staffing - on the basis of time spent in connection with any particular activity.

Staffing - on a per capita basis, based on the number of people employed within any particular activity.

Premises related costs - on the proportion of floor area occupied by a particular activity.

Non specific support costs - on the basis of the usage of resources, in terms of time taken, capacity used, request made or other measures

Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note 7.

Policies relating to assets, liabilities and provisions and other matters.

Tangible fixed assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over estimated useful lives.

Leasehold premises	4 % straight line
Office Equipment	25 % straight line
Fixtures and Fittings and non Office Equipment	25 % reducing balance

Accounting for capital grants and fixed asset funds.

Gifts of tangible fixed assets or grants of a capital nature, given for the purposes of acquiring specific assets to be fully utilised in the furtherance of the objects of the charity, are credited to fixed asset funds after the donated asset has been received or sums have been properly expended on the restricted purpose.

Where the terms of the gift are met once the asset is acquired, so allowing the charity to use the asset on an unrestricted basis, including the right to receive the proceeds of any future sale of the asset on an unrestricted basis, then the fixed asset fund so created is categorised as a designated fixed asset fund.

Accounting for capital grants and fixed asset funds. (Continued)

When assets are acquired for the furtherance of the charity's objects, utilising the charity's own unrestricted funds, a transfer is made from unrestricted funds to a designated fixed asset fund.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

Whether acquired with unrestricted or restricted funds, the asset acquired is initially shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

As the related assets are depreciated, in accordance with the depreciation policy, in order to reflect the diminution in the asset, a transfer is made from the relevant fixed asset funds to either unrestricted or restricted revenue funds, as appropriate to the terms of the original gift, if any.

The effect of this policy is that the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Following the change in accounting policy on depreciation in prior years, a transfer has been made in this year so that in the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Stocks and work in progress

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Creditors and provisions for liabilities and charges are recognised and measured on a conventional accruals basis when a contractual or other legal liability has been established and can be properly quantified.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Pensions - defined contribution schemes

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal or as implied by law.

2 Liability to taxation

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is only partly recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities to the extent it cannot be recovered. Value Added Tax is excluded from the income shown in these accounts where such tax is accountable to HMRC.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no financial instruments that are relevant to the performance or position of the charity.

5 Net Surplus / (Deficit) before tax in the financial year

	2024 £	2023 £
The net surplus/(deficit) before tax in the financial year is stated after charging :		
Depreciation of owned fixed assets	31,909	33,169
Pension costs	1,131	919

6 Donated goods, services and facilities

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
<i>Included in Legacies and Donations:-</i>				
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
	-	30,000	30,000	30,000

7 The contribution of volunteers

Otley Courthouse has 97 active volunteers. They are an essential part of the organisation and take on a range of roles – receptionists, cafe workers, bar staff, stewards at evening and daytime events, house managing at evening and daytime events, technical support, day to day financial support and redecorating and repair.

8 Staff costs and emoluments

Salary costs	2024 £	2023 £
Gross Salaries excluding trustees and key management personnel	83,504	82,079
Employer's National Insurance for all staff	1,450	-
Employer's operating costs of defined contribution pension schemes	1,131	919
Total salaries, wages and related costs	86,085	82,998
Numbers of full time employees or full time equivalents	2024	2023
The average number of total staff employed in the year was	4	4
The average number of part time staff employed in the year was	4	3
The average number of full time staff employed in the year was	-	1
The estimated full time equivalent number of all staff employed in the year was	2	3

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

Staff costs and emoluments (Continued)

The estimated equivalent number of full time staff deployed in different activities in the year was:-

<i>Engaged on charitable activities</i>	1	1
Engaged on publicity activities	1	1
Engaged on management and administration	2	2

<i>The estimated full time equivalent number of all staff employed as above</i>	2	3
--	----------	----------

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

9 Defined contribution pension schemes

The Pension scheme has been set up under the Auto enrolment provisions with NEST Pensions and offered to all employees, and contributions are paid on qualified earnings.

Employers contributions are due of 3% from April 2019 and 5% from April 2020..

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

10 Remuneration and payments to Trustees and persons connected with them and Trustees' expenses

No trustees or persons connected with them received any remuneration or were reimbursed expenses from the charity, or any related entity.

11 Deferred income - Unrestricted and Designated funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Advance Ticket sales	45,635	(45,635)	40,959	40,959
Total	45,635	(45,635)	40,959	40,959
			2024	2023
			£	£
These deferrals are included in creditors			40,959	45,635

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

12 Deferred income - Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
SF Grants	-	-	3,000	3,000
Donation for development costs	22,180	(536)	22,716	22,716
IT Equipment grant	10,000	(10,000)	-	-
Total	32,180	(10,536)	25,716	25,716
			2024	2023
			£	£
These deferrals are included in creditors			25,716	32,180

The deferrals included in creditors relate to funding specified by the funders as relating to specific periods and represent those parts of restricted funds which relate to periods subsequent to the accounting year end and are treated as grants in advance, or, alternatively, where there are conditions which must be fulfilled prior to entitlement or use of the restricted funds by the charity. they also include Advanced Ticket sales.

13 Tangible fixed assets

	Land and Buildings	Plant & Machinery	Furniture, Fixtures & Office Equipment	Total
	£	£	£	£
Cost				
At 1 April 2023	685,322	92,580	62,343	840,245
Additions	-	714	-	714
At 31 March 2024	685,322	93,294	62,343	840,959
Depreciation				
At 1 April 2023	519,754	75,311	62,343	657,408
Charge for the year	27,413	4,496	-	31,909
At 31 March 2024	547,167	79,807	62,343	689,317
Net book value				
At 31 March 2024	138,155	13,487	-	151,642
At 31 March 2023	165,568	17,269	-	182,837

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

14 Stocks & Work in Progress

	2024 £	2023 £
Stocks before write downs	3,202	2,569
	<u>3,202</u>	<u>2,569</u>

Analysis of the carrying value of stocks and work in progress by activities

	Stocks	
	2024 £	2023 £
Activity		
Main charitable activities	3,202	2,569
	<u>3,202</u>	<u>2,569</u>

15 Debtors

	2024 £	2023 £
Trade debtors	1,901	497
Prepayments and accrued income	1,016	658
Other debtors	6,953	5,770
	<u>9,870</u>	<u>6,925</u>

16 Contingent asset

Amounts totalling £NIL (2022- £2,411) paid in advance for ticket sales are held in a client account in the charity's favour by a third party ticketing agency and there is a contingent asset for this amount if the events concerned proceed in the subsequent period. These amounts have not been included in the accounts.

17 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	616	616
Accruals	18,558	10,572
Deferred Income - Unrestricted & designated funds	40,958	55,635
Deferred Income - Restricted funds	25,716	22,180
PAYE, NIC VAT and other taxes	-	539
	<u>85,848</u>	<u>89,542</u>

18 Pension commitments

		2024 £	2023 £
Pension commitments under defined benefit/defined contribution schemes			
within one year		1,200	3,252
within two to five years	commitment per annum	1,600	3,600
in over five years	commitment per annum	1,600	3,800
		<u>4,400</u>	<u>10,652</u>

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

19 Financial commitments under operating leases

2024	2023
£	£

At the year end the charity had annual commitments under non-cancellable operating leases as set out below:

Operating leases which expire:

within one year

1,660	-
-------	---

within two to five years - annual commitment

-	1,660
---	-------

20 Contingent liabilities

There were no contingent liabilities at the year end.

21 Income and Expenditure account summary

2024	2023
£	£

At 1 April 2023

240,659	273,211
---------	---------

Profit / (Loss) for the year after tax

(32,869)	(32,552)
----------	----------

At 31 March 2024

207,790	240,659
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22 Related party transactions

One trustee was paid a sum of £1,419 (2023 - £950) to assist with sound and lighting technology at some public events. The trustees consider these amounts appropriate and there was no reasonable alternative. There were no other transactions with related parties.

23 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2024

	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	(22,716)	151,642	22,716	151,642
Current Assets	119,817	-	22,180	141,997
Current Liabilities	(63,668)	-	(22,180)	(85,848)
	33,433	151,642	22,716	207,791

At 1 April 2023

	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	-	182,836	-	182,836
Current Assets	124,649	-	22,716	147,365
Current Liabilities	(89,542)	-	-	(89,542)
	35,107	182,836	22,716	240,659

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

24 Change in total funds over the year as shown in Note 23 , analysed by individual funds

	Funds brought forward from 2023	Movement in funds in 2024	Transfers between funds in 2024	Funds carried forward to 2025
	£	See Note 25 £	See Note 26 £	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	35,107	(32,869)	31,195	33,433
Designated Fixed Asset Funds	182,836		(31,195)	151,641
Total unrestricted and designated funds	217,943	(32,869)	-	185,074
Restricted funds:-				
Restricted Fixed Asset Funds	22,716	-	-	22,716
Science Festival Fund	-	-		-
Total restricted funds	22,716	-	-	22,716
Total charity funds	240,659	(32,869)	-	207,790

25 Analysis of movements in funds over the year as shown in Note 24

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2024	2024	2024	2024
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	306,718	(339,587)	-	(32,869)
Restricted funds:-				
Gift in Kind - notional rent	30,000	(30,000)	-	-
	336,718	(369,587)	-	(32,869)

26 Details of transfers between funds in the year as shown in Note 24

The transfers shown in note 24 above are:-

	2024 £
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy 'Accounting for capital grants and fixed asset funds'.	31,195
To/(from) Designated Fixed Asset Funds	(31,195)
To/(from) Restricted Fixed Asset Funds	-
Net transfers	-

The transfers are all made in compliance with the accounting policy note on the grant funding of assets.

27 The purposes for which the funds as detailed in note 24 are held by the charity are:-

Unrestricted and designated funds:-

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2024

Unrestricted Revenue Funds These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

Designated Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year the fund has been increased by £714 to reflect assets purchased, and reduced by the transfer out of depreciation of £31,909as explained under accounting policies.

Restricted funds:-

Restricted Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year there have been no specific grants or restricted donations for fixed assets. As all previously restricted assets have now met the terms of their intial conditions then there can be a transfer of the fund to the designated fixed asset fund.

Science Festival Fund As in previous years Otley Courthouse delivers a week long programme of Science related events (for the public, as well as School Shows) in November. Funding is obtained from a variety of sources. Due to the Covid pandemic, the funds received in this year were carried forward to be spent in the subsequent periods.

Gift in Kind - notional rent Notional rent for premises provided by Leeds City Council valued at £30,000

Development of new theatre -Restricted fixed asset funds Funds have been donated totalling £50,000, of which £22,716 remain, that are for the purpose of carrying out feasibilty study and project work of developing a larger theatre on a site adjacent to the current theatre. Any fees or costs relating to this project are paid from this fund.

28 Ultimate controlling party

The charity is under the control of its legal members.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

This analysis is classsified by conventional nominal descriptions and not by activity.

29 Donations and Legacies

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Donations and gifts from individuals				
Gift Aid refunds	2,107	-	2,107	913
Small donations individually less than £1000	4,461	-	4,461	3,854
Total donations and gifts from individuals	6,568	-	6,568	4,767
Revenue grants & donations from public bodies				
Small grants individually less than £1000	1,580	-	1,580	-
Arts Funding - Leeds City Council - Core funding	9,000	-	9,000	7,000
Otley Town Council	300	-	300	100
Leeds 2023 / Mentoring programme	-	-	-	10,176
Science Festival	3,500	-	3,500	3,750
Deferred Income brought forward:-				
IT Grant amortised	10,000	-	10,000	-
Science Fesitval	-	-	-	750
Development income		-	-	5,759
Total public sector revenue grants	24,380	-	24,380	27,535
Revenue grants & donations from non public bodies				
Friends of the Courthouse	3,940	-	3,940	3,394
Total private sector revenue grants	3,940	-	3,940	3,394
In the prior year, £500 was restricted.				
Gifts in kind, donated services and facilities				
Leeds City Council - Notional Rent	-	30,000	30,000	30,000
Total donated goods and services	-	30,000	30,000	30,000
In the prior year, the amount of £30,000 was restricted.				
Total Donations and Legacies	A1 34,888	30,000	64,888	65,696

In the prior year, of the total of £65,696 an amount of £50,535 was restricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

30 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	54,967	-	54,967	77,532
Primary purpose trading - Ticket Sales	172,808	-	172,808	124,252
Ancillary trading in support of charitable objects	4,949	-	4,949	3,279
Letting of property for charitable purposes	37,516	-	37,516	23,292
Other Charitable Activities	-	-	-	-
Total Primary purpose and ancillary trading	270,240	-	270,240	228,355

All prior year transactions in this category were unrestricted.

31 Total Income from charitable activities

	Current year Unrestricted Funds £ 2024	Current year Restricted Funds £ 2024	Current year Total Funds £ 2024	Prior Year Total Funds £ 2023
Total donations and legacies	34,888	30,000	64,888	65,696
Total income from charitable trading	270,240	-	270,240	228,355
Total from charitable activities	A2 305,128	30,000	335,128	294,051

In the prior year, of the total of £294,051 an amount of £50,535 was restricted.

32 Income from other, non charitable, trading activities

	Current year Unrestricted Funds £ 2024	Current year Restricted Funds £ 2024	Current year Total Funds £ 2024	Prior Year Total Funds £ 2023
Income from fundraising events	1,588	-	1,588	2,615
Total from other activities	A3 1,588	-	1,588	2,615

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

33 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2024	2024	2024	2023
	£	£	£	£
Spend from grants awarded	8,385	-	8,385	7,105
Development costs of future projects	-	-	-	5,759
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
Total direct spending	B2a 8,385	30,000	38,385	42,864

In the prior year, an amount of £30,000 was restricted.

34 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2024	2024	2024	2023
	£	£	£	£
Cost of goods for primary purpose trading	132,163	-	132,163	102,446
Costs of ancillary trading to benefit beneficiaries	-	-	-	-
Cost of goods for ancillary trading	19,740	-	19,740	11,550
Marketing and advertising of primary purpose trading	3,922	-	3,922	2,410
Gross wages and salaries - charitable trading activities	5,427	-	5,427	4,372
Total charitable trading costs	B2b 161,252	-	161,252	120,778

In the prior year all amounts were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

35 Support costs for charitable activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2024	2024	2024	2023
	£	£	£	£
<i>Employee costs not included in direct costs</i>				
Salaries - Administrative staff	78,077	-	78,077	77,707
Defined contribution pension cost - admin staff	1,131	-	1,131	919
Employers' NI - Administrative staff	1,450	-	1,450	-
Training and welfare - staff	435	-	435	905
Freelance fees	6,758	-	6,758	6,448
<i>Volunteer costs</i>				
Travel and subsistence - volunteers	50	-	50	81
<i>Premises Expenses</i>				
Rates and water charges	2,108	-	2,108	2,731
Room Hire	-	-	-	-
Light heat and power	9,087	-	9,087	5,652
Cleaning and waste management	3,572	-	3,572	1,141
Premises repairs, renewals and maintenance	-	-	-	-
Alarm and security costs	4,533	-	4,533	4,782
Property insurance	5,289	-	5,289	4,210
Additional building repairs	2,002	-	2,002	4,834
<i>Administrative overheads</i>				
Telephone, fax and internet	1,401	-	1,401	1,701
Postage	1,079	-	1,079	457
Stationery and printing	2,637	-	2,637	2,770
Membership subscriptions	9,570	-	9,570	8,956
Software licences and expenses	880	-	880	500
Equipment, repairs, expenses and maintenance	-	-	-	180
Licences & Permits	180	-	180	193
Support costs for charitable activities (Continued)				
<i>Professional fees paid to the Auditor or Independent Examiner in addition to audit and examination fees</i>				
Company House	13	-	13	13
<i>Financial costs</i>				
Bank charges	4,515	-	4,515	4,787
Bad debts written off	-	-	-	75
Depreciation & Amortisation in total for the period	31,909	-	31,909	33,169
Support costs	166,676	-	166,676	162,211
Total support costs	166,676	-	166,676	162,211

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2024 as required by the SORP 2015

36 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Independent Examiner's fees	2,600	-	2,600	2,400
Trustees' indemnity insurance	575	-	575	550
Total Governance costs	3,175	-	3,175	2,950

All prior year transactions in this category were unrestricted.

37 Total Charitable expenditure

		Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Total direct spending	B2a	8,385	30,000	38,385	42,864
Total charitable trading costs	B2b	161,252	-	161,252	120,778
Total support costs	B2d	166,676	-	166,676	162,211
Total Governance costs	B2e	3,175	-	3,175	2,950
Total charitable expenditure	B2	339,488	30,000	369,488	328,803

In the prior year, of the total of £328,803 an amount of £51,035 was restricted.

38 Expenditure on raising funds and costs of investment management

		Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Fundraising Trading costs		99	-	99	439
Total fundraising costs	B1	99	-	99	439

All prior year transactions in this category were unrestricted.

THE COURTHOUSE PROJECT (OTLEY) LIMITED

England & Wales - Charity number 1090877

Accounts

Company Registration Number - 04303404

The Charity Registration Number is :- 1090877

The Courthouse Project (Otley) Limited

Report and Accounts

31 March 2023

The Courthouse Project (Otley) Limited

Report and accounts for the year ended 31 March 2023

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	8
Independent Examiner's Report	10
<i>Funds Statements:-</i>	
Statement of Financial Activities	12
Statement of Financial Activities - Prior Year statement	13
Movements in funds	14
Revenue Funds	14
Fixed Asset funds	14
Income and Expenditure account	16
Summary of funds	15
Balance sheet	17
Notes to the accounts	18

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

The Trustees present their Report and Accounts for the year ended 31 March 2023, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- The Courthouse Project (Otley) Limited

The charity is also known by its operating names, Otley Courthouse Arts and Resources Centre and Otley Courthouse.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1090877

Legal structure of the charity

The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

The Governing Document is dated 2 March 2023 following an amendment for cheque signatories.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

Otley Courthouse
Courthouse Street, Otley
LS21 3AN
Telephone 01943 467216 Email address director@otleycourthouse.org.uk
Web: <http://otleycourthouse.org.uk>

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Trustees in office on the date the report was approved were:-

David Robson - Chair and Treasurer
Hazel Costello – Vice-chair
Gill Leggat - Company Secretary
Keith Seymour
Pam Lamming
Peter Earle
Steve Baskerville

The following persons served as Trustees during the year ended 31 March 2023 :-

The trustees who served as a trustee in the reporting period, were as above.

At the Annual General Meeting three trustees will retire as trustees, but are eligible for reappointment.

All the trustees are also members of the charity.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 12 October 2001. The Charity's objects ("the Objects") as set out in the Memorandum of Association continue to be to promote the benefit of the inhabitants of Otley and surrounding area (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, disability, race or of political, religious or other opinions, by associating together the said inhabitants and voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The main activities undertaken in relation to those purposes during the year.

The principal activity of the company during the year was to provide an arts and resource centre for Otley. The year from April 2022 to March 2023 was the nineteenth year of the Courthouse's existence as an operating Arts and Resource centre. It was also, of course, the first full year after the Covid pandemic and the venue was focused on rebuilding itself after the enforced closures of the previous two years.

Staffing

We continued with a strong staff team throughout the year. We appointed a new Volunteer Co-ordinator following the retirement of our previous, longstanding post-holder, a new Site Manager, new bar and café staff, and a new freelance technician. Board and subcommittee meetings were rescheduled to once every two months (apart from Finance which will remain monthly) with a renewed emphasis on delegation – both operational and financial.

Programme of Work

We committed to two full programmes of events during the year and were delighted by the way in which audiences returned. It seems that we had been missed, and audiences were ready to emerge from the pandemic. Musically our programme consisted of Classical Music (13 events), Folk Music (22), Pop, Rock & Jazz (20). We continued to draw artists of national renown – Bob Fox, Sharon Shannon, Aly Bain & Phil Cunningham, Commoners Choir, Chris Difford, Mark Chadwick & Tony Wright. Film was again a mainstay of our programming – with 44 film screenings (from art-house to mainstream), and 18 special screenings events – gallery tours, ballet and NTL. In November we ran our annual full week of Science activities – the 14th Otley Science Festival – supplemented by Science Cafes throughout the year. The Courthouse continued to bring nationally known comics to Otley – with a total of 12 Comedy gigs featuring the likes of Chris McCausland, Shaparak Khorsandi, Mark Thomas, Zoe Lyons, Henry Normal and Jo Caulfield. Our monthly Designer Craft Fairs were well supported.

Many of our evenings provide vital space for a range of local participatory arts activities and we hosted weekly Brass Band rehearsals, two weekly Choir rehearsals (for two different choirs), and 4-a-week Dance classes. It was good to see these room hires, and others, bouncing back from the pandemic. We took part in, supported, and hosted various festivals throughout the year, including Otley Live, Otley Folk Festival, Otley Science Festival, Otley Wildlife Art Festival, Otley Green Fair, Heritage Open Days and Otley Coffee Culture Festival. The Prince Henry School Band Night returned for a high energy evening. Public meetings are also becoming a more major part of the Courthouse's offer – with events held by Leeds 2023, Otley 2030. Otley BID and CPRE. We were also pleased to get our monthly exhibitions up and running again – after the long Covid hiatus.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

Room hire

Tenants

Our artists' studios remained fully tenanted and the Maker Space (with co-users The Wharfedale Men's Shed) has gone from strength to strength and is continuing to match our projected rental take. We heard, just before the year end, that Aspire (the Community Interest group working with Adults with Learning difficulties) had been forced to reduce the number of centres it operates and would be leaving the Courthouse. We are sorry to see them go. This leaves us with the 'Art Room' to re-let and we are planning to re-launch it as 'Otley Art Space' – a flexible use artists' studio.

Weekly room hires

A wide range of activities is supported by our room hire provision. As well as the Music, Choir and Dance activities outlined above we also provide space for Chair based Yoga, Mind and Body connection classes, Singing for the Brain sessions, Pilates, a Ladies Exercise group, Rhythm Time sessions, a Writers' group, a Knitting group, a Book Club and the local Quakers group.

Facilities

We have continued to improve our lighting – a complete revamp of the ground floor, and some first floor, lighting was carried out with a move to LED lighting to reduce energy costs. The Courtyard has been improved with an attractive planter to screen the bins, and two local pear trees have been purchased. Part of the Courtyard is shaded with a sun-sail throughout the Summer. The café was also improved with a new bean to cup coffee machine, and it was organised to remain open during all opening hours – on an Honesty Café basis if no volunteer was available.

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity. The charity usually operates to benefit the inhabitants of Otley and surrounding area, uniting individuals and voluntary sector organisations in a common effort to advance education and to provide facilities in the interests for recreation and other leisure-time occupation with the object of improving the conditions of life and giving access to all aspects of the arts, in particular but not exclusively visual arts, music, theatre, film, dance and literature.

The short term and longer term aims and objectives.

Develop plans - alongside Leeds City Council - to build an extension to the Courthouse to the rear of our current building. First steps will be to enlarge our entrance / café area into the Courtyard.

Launch 'Otley Art Space' – a multi-occupancy space for artists.

Work alongside the Maker Space to build the membership and range of activities.

Develop partnerships with local and regional firms and individuals to improve the Courthouse's longer term financial health.

Further develop links with local and regional organisations; develop our audience across a range of arts based activities; further refine our programming to meet local needs; build on our already successful provision of spaces for a range of local needs; ensure that all spaces are fully utilised - either by room hires or tenancies.

Continue to work on the findings of our full Building survey to improve the fabric of our current buildings.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

The charity's strategies for achieving its aims and objectives in the future.

We continued to work with Arkle Boyce and Greenwoods to develop our ambitions for an extension to the rear of the current building. Pre-application documents were completed and submitted to Leeds City Council for approval. They were enthusiastically received.

The contribution of volunteers during the year.

We said goodbye to our long standing Volunteer Coordinator, Jean Crawford, and were happy to welcome her successor, Sam Ketteringham. We have continued to see new volunteers throughout the year – young and old. Currently the Courthouse has 97 volunteers on the books and over half of these are very active and regularly volunteer each month. During the year we have taken on 8 new volunteers who have all taken part in training for stewarding and reception duties and who play an active role every week.

9 Volunteers took part in training for our box office ticketing system and many more are signed up to do some refresher training which shows just how invested our volunteers are at doing their best within their roles.

12 volunteers took part in Food Safety training to aid with the running of our volunteer led café and 9 volunteers attended level 3 Emergency First Aid at work training, these volunteers take on extra responsibility by managing the other volunteers and looking after the building at evening events.

So far this year volunteers have completed 1,133 hours of work for the Courthouse! This includes reception hours, Café, event stewards, house managers and students who volunteer here as part of their Duke of Edinburgh awards. We also have volunteers who are part of several committees who help organise the various larger events we hold throughout the year.

The main achievements and performance of the charity during the year.

During the year the income of the Charity was disbursed as shown on the attached Statement of Financial Activities.

Training

Food Safety level 2 training for café volunteers and staff.

New volunteers trained up on both reception and in the café as well as new House Managers and new stewards.

First Aid at Work training for House Managers and Staff.

Centre Director and Marketing Worker training day with Ticketsolve (box office system) in summer.

Audience Development

We kept in regular touch with our audience members through programming and news updates. The Friends scheme was revamped with greater benefits – making use of the additional opportunities offered by the new Box Office system – and Friends membership rose to its highest ever number. Towards the end of the year we saw an increasing number of sell-outs. Audiences seem to be returning to pre-pandemic levels.

Economic Outputs

Local fundraising

Our monthly Craft fair, and regular Movie Matinee programme continues – both very successfully. Other regular events include the Plant stall in May, the Carnival stall in June, the Buttercross Stall in October and the Christmas Raffle. All were successful in spite of variable weather for the events held outside. Second hand book sales are steady and we continue to receive a supply of books from volunteers and public. The Fundraising group is very grateful for the support from volunteers for all local fundraising activities. By the year end we had had raised a total of £22,026

Funders

Arts@Leeds £7k

Leeds Inspired £1,200

Otley Town Council £600

Otley Town Partnership (Science Festival) £2k

LCC Mice Money £500

Institute of Physics £500

Leeds 2023 (Elephant Project): £9,976

Leeds Civic Trust (Heritage Open Days): £250

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

The difference the charity's performance during the year has made to the beneficiaries of the charity and wider society

The principal aim of the company during the year was to provide an arts and resource centre for Otley and we were pleased to return to providing these services as quickly as we did.

Grant making policies and how these contributed to the achievement of the charity's aims and objectives during the year.

The Courthouse Project (Otley) does not make grants to other organisations.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

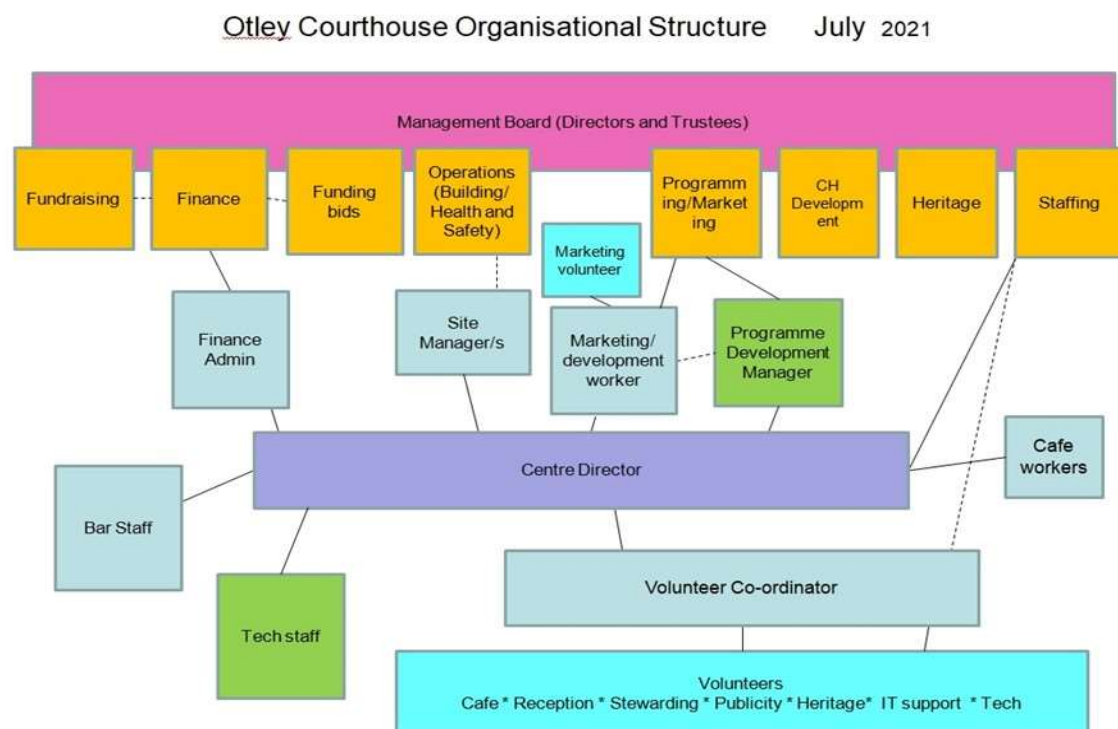
Trustees are appointed by the existing board members. Occasional recruitment takes place to identify people who are willing to stand for election as Directors, and can contribute to the Courthouse.

The policies and procedures for the induction and training of trustees.

New and potential Trustees are first invited to become familiar with the Courthouse in day to day operation and then to observe a Board meeting. Once appointed, new Trustees are given an induction pack which includes a history of the project; aims and objectives; equality and diversity and other policy documents. They are also given comprehensive training to enable them to act as a 'house manager' which includes hands on training, all aspects of health and safety and security, shadowing opportunities and written handouts.

Where relevant, Trustees members are also subject to DBS checks.

The charity's organisational structure. This was established in 2014 and remains the current basis of organisation



The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

The Chief Executive Officer and other senior management personnel to whom day to day management is delegated

Centre Manager

- Laura Barker-Bey (nee Kox)

Volunteer Coordinator

- Sam Ketteringham

The charity as a part of a wider network.

The building is leased from the LDA under a 25 year lease at nil consideration.

The Courthouse Project have worked closely with, and acknowledge the past and present assistance of, Leeds City Council, Arts Council England Yorkshire, Otley Town Council and the past assistance of the Market Towns Initiative, and Yorkshire Forward, and the Foyle Foundation.

The Courthouse is a key client of arts@leeds - Leeds City Council's arts department - and was pleased to receive an uplift in funding for the 4 years from 2018 and this has been extended, post pandemic, for a further two years. The organisation has an excellent relationship with Otley Town Council. Our membership of the Small Venues Network continues, and we have become members of the Music Venues Trust which helped us enormously to stay up to date with advice post-pandemic.

The trustees' bank and advisors

Bankers

Co-Operative Bank

Financial review

Investment performance against the investment objectives.

The Courthouse Project (Otley) does not invest its funds.

The charity's financial position at the end of the year ended 31 March 2023

The financial position of the charity at 31 March 2023 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2023	2022
	£	£
Net Expenditure	(32,552)	(32,821)
Unrestricted Revenue Funds available for the general purposes of the charity	35,107	58,872
Designated Fixed Asset Funds	182,836	213,839
	217,943	272,711
Restricted funds	-	500
Restricted Fixed Asset Funds	22,716	-
Total Restricted Funds	22,716	500
Total Funds	240,659	273,211

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

Financial review of the position at the reporting date, 31 March 2023 .

The trustees consider the financial performance by the charity during the year to have been satisfactory.

The Charity is continuing to take the following steps to further improve performance:-

1. Working hard to maintain, or reduce, all spending targets.
2. Working hard to increase the organisation's income through room hire, box office and bar and cafe sales to enable the organisation to make realistic transfers to reserves on an annual basis.
3. Exploring new possibilities for income generation including new ways of using space within The Courthouse which meet our charitable aims.
4. Using our new Box Office system to further improve our marketing and fundraising.
5. Working with all identified parties, and with all Courthouse users (and potential users) to progress our development plans.
6. Devising and implementing strategies to grow both audiences and other centre use after the pandemic.

Policies on reserves.

The Courthouse's policy is to enable it to build and maintain sufficient capital reserves to provide cover for the inevitable fluctuations in revenue income, thus ensuring continuity in the provision of the Centre's services and, in line with Arts Council England recommendations and the practice of other arts and community organisations, to aim to have £60,000 in reserves which represents six month's spending.

The free unrestricted reserves at 31st March 2023 were £35,107. At March 2022 the figure was £58,872.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Risks and uncertainties facing the charity

The Courthouse Project has operated throughout to minimise risks, financial and otherwise, and has at all times taken advice from experts in the relevant field. A comprehensive financial system with safeguards has been established, and the organisation's finances are monitored against targets on a monthly basis and any necessary changes and adjustments made to ensure the organisation's financial security. All areas of the building have been subject to risk assessments and the necessary steps taken to minimize risks identified. The building has fully alarmed fire and security systems, which are remote monitored by ESS. The organisation recognizes and accepts the vulnerabilities of some volunteers and has support, training and clear systems in place, to ensure that any risks are minimised and overseen by paid staff. The Courthouse is working hard to fully re-establish itself as a key venue after the pandemic.

It continues to be expected that all Courthouse activities are clearly seen as the responsibility of a specified sub-committee. Financial delegation has also been reviewed and financial delegation to sub-committees is clearly framed by our annual budget.

Sustainability

The Courthouse Project is continually reviewing its procedures to ensure that energy consumption and waste production are kept to a minimum, and local resourcing of goods and services is carried out whenever possible.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

Plans For the Future

Summary of plans for the future and the trustees' perspective of the future direction of the charity.

The Trustees' plans for the next year will continue to be focused on enabling the organisation to survive and thrive at a time of economic uncertainty and rising inflation, and to prepare prudently for the continued likelihood of local government cuts and continued high inflation. Measures will include careful budgeting and financial monitoring, trimming any unnecessary spending and increased marketing of the evening programme, workshop activities and room hire. Our successful agreement with Leeds City Council to be seen as a 'mid-range' organisation with the accompanying increased funding will help enormously in this respect. The organisation will also be exploring the best ways to further improve our marketing of events and room hire - bringing in new audiences where possible.

Otley Maker Space continues to expand on its initial membership income target.

Heads of Terms have been agreed with Leeds City Council about our plans to build a larger performance / event space, plus additional rooms, to the rear of the Courthouse. Project Management / Architecture partners have been identified and pre-application documents have been delivered to Leeds City Council and met with enthusiastic approval. At a time of more limited grant availability we will consider how to further our development aims without endangering the existing venues successful business model.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023

Equal opportunities and employment of disabled persons

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff who are, or become, disabled.

Details of The Independent Examiner

Rob Woolley FCCA,CTA
Chartered Certified Accountant
Crown House
York Road
Shiptonthorpe
YO43 3PF

Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and 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 charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2023**Method of preparation of accounts - Small company provisions**

The financial statements are set out on pages 12 to 33.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

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

This report was approved by the board of trustees on 28 November 2023.

DAVID ROBSON
Director and Trustee

The Courthouse Project (Otley) Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2023

I report to the Trustees on my examination of the financial statements of the charitable company on pages 12 to 33 for the year ended 31 March 2023 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 18.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 8, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

Since the charitable company's gross income exceeded £250,000, the charitable company's examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am an authorised member of Chartered Certified Accountant , which is one of the listed bodies.

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

The Courthouse Project (Otley) Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed:-

Rob Woolley FCCA,CTA - Independent Examiner
Chartered Certified Accountant

Crown House
York Road
Shiptonthorpe
YO43 3PF

This report was signed on 28 November 2023

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2023

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2023, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2023 £	2023 £	2023 £	2022 £
Income & Endowments from:					
Donations & Legacies	A1	15,161	50,535	65,696	80,246
Charitable activities	A2	228,355	-	228,355	149,507
Other trading activities	A3	2,615	-	2,615	1,236
Investments	A4	24	-	24	10
Total income	A	246,155	50,535	296,690	230,999
Expenditure on:					
Raising funds	B1	439	-	439	68
Charitable activities	B2	277,768	51,035	328,803	263,752
Total expenditure	B	278,207	51,035	329,242	263,820
Net income / (Expenditure) for the year		(32,052)	(500)	(32,552)	(32,821)
Transfers between funds	C	(22,716)	22,716	-	-
Net income after transfers	A-B-C	(54,768)	22,216	(32,552)	(32,821)
Net movement in funds		(54,768)	22,216	(32,552)	(32,821)
Reconciliation of funds:-					
Total funds brought forward		272,711	500	273,211	306,032
Total funds carried forward		217,943	22,716	240,659	273,211

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2023

The Courthouse Project (Otley) Limited - Analysis of prior year total funds, as required by paragraph 4.2 of the SORP

	SORP Ref	Prior Year Unrestricted Funds 2022 £	Prior Year Restricted Funds 2022 £	Prior Year Total Funds 2022 £
Income from:				
Donations & Legacies	A1	42,347	37,899	80,246
Charitable activities	A2	149,507	-	149,507
Other trading activities	A3	1,236	-	1,236
Investments	A4	10	-	10
Total income	A	193,100	37,899	230,999
Expenditure on:				
Raising funds	B1	68	-	68
Charitable activities	B2	225,853	37,899	263,752
Total expenditure	B	225,921	37,899	263,820
Net expenditure for the year		(32,821)	-	(32,821)
Transfers between funds	C	-	-	-
Net income after transfers		(32,821)	-	(32,821)
Net movement in funds		(32,821)	-	(32,821)
Reconciliation of funds:-				
Total funds brought forward	E	305,532	500	306,032
Total funds carried forward		272,711	500	273,211

All activities derive from continuing operations

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2023

The Courthouse Project (Otley) Limited - Resources applied in the year ended 31 March 2023 towards fixed assets for Charity use:-

	2023	2022
	£	£
Funds generated in the year as detailed in the SOFA	(32,552)	(32,821)
Resources applied on functional fixed assets	(2,166)	(2,138)
Net resources available to fund charitable activities	<u>(34,718)</u>	<u>(34,959)</u>

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

Movements in revenue and capital funds for the year ended 31 March 2023

Revenue accumulated funds

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Last year Total Funds 2022 £
Accumulated funds brought forward	58,872	500	59,372	59,004
Recognised gains and losses before transfers	<u>(32,052)</u>	<u>(500)</u>	<u>(32,552)</u>	<u>(32,821)</u>
	26,820	-	26,820	26,183
(From)/To revenue funds	8,287	-	8,287	33,189
Closing revenue funds	<u>35,107</u>	<u>-</u>	<u>35,107</u>	<u>59,372</u>

Fixed asset funds

	Designated Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Last year Total Funds 2022 £
At 1 April	213,839	-	213,839	247,028
Transfer (to) revenue funds	(33,169)	22,716	(10,453)	(35,327)
Transfer from revenue funds - asset additions	2,166	-	2,166	2,138
At 31 March	<u>182,836</u>	<u>22,716</u>	<u>205,552</u>	<u>213,839</u>

The purposes of the transfers to fixed asset funds are described in Note 27 to the accounts and under the accounting policy 'Accounting for capital grants and fixed asset funds'.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2023

Summary of funds	Unrestricted and Designated funds	Restricted Funds	Total Funds	Last Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Revenue accumulated funds	35,107	-	35,107	59,372
Fixed asset funds	182,836	22,716	205,552	213,839
Total funds	217,943	22,716	240,659	273,211

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2023

**The Courthouse Project (Otley) Limited
Income and Expenditure Account for the year ended 31 March 2023 as required by the Companies Act 2006**

	2023 £	2022 £
Income		
Income from operations	296,666	230,989
Interest receivable	24	10
Gross income in the year before exceptional items	296,690	230,999
Gross income in the year including exceptional items	296,690	230,999
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	292,684	225,775
Depreciation and amortisation	33,169	35,327
Fundraising costs	439	68
Governance costs	2,950	2,650
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	329,242	263,820
Net income before tax in the financial year	(32,552)	(32,821)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	(32,552)	(32,821)
Retained surplus for the financial year	(32,552)	(32,821)

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Balance Sheet as at 31 March 2023

	SORP		2023	2022
	Note	Ref	£	£
Fixed assets		A		
Tangible assets	13	A2	182,836	213,839
Current assets		B		
Stocks		B1	2,569	1,975
Debtors	15	B2	6,925	7,630
Cash at bank and in hand		B4	137,871	103,670
Total current assets			147,365	113,275
Creditors: amounts falling due within one year	17	C1	(89,542)	(53,903)
Net current assets			57,823	59,372
Total net assets of the charity			240,659	273,211
Total net assets of the charity are funded by the funds of the charity, as follows:-				
Restricted funds				
Restricted Fixed Asset Funds	24	D2	22,716	-
Restricted Revenue Funds	24	D2	-	500
Unrestricted Funds				
Unrestricted Revenue Funds	24	D3	35,107	58,872
Designated Funds				
Designated Fixed Asset Funds	24	D3	182,836	213,839
Total charity funds			240,659	273,211

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 11.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

DAVID ROBSON

Trustee

Approved by the board of trustees on 28 November 2023

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, and applicable to all accounting periods beginning on or after 1st January 2019, (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice

Measurement and estimation - No material estimates have been made in the preparation of these financial statements, except in relation to the valuation of services and facilities provided in kind.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2024, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Risks and future assumptions

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Donated goods, facilities and services

Donated fixed assets are recognised at the current fair value. All such donations are recognised as donation income, and debited to fixed assets.

Services provided in kind, such as the notional rent of buildings, is shown both as notional income and as notional expenditure at an estimated fair market value.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

Allocating costs to activities

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied, and proportionate to the circumstances, is :-

Staffing - on the basis of time spent in connection with any particular activity.

Staffing - on a per capita basis, based on the number of people employed within any particular activity.

Premises related costs - on the proportion of floor area occupied by a particular activity.

Non specific support costs - on the basis of the usage of resources, in terms of time taken, capacity used, request made or other measures

Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note 7.

Policies relating to assets, liabilities and provisions and other matters.

Tangible fixed assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over estimated useful lives.

Leasehold premises	4 % straight line
Office Equipment	25 % straight line
Fixtures and Fittings and non Office Equipment	25 % reducing balance

Accounting for capital grants and fixed asset funds.

Gifts of tangible fixed assets or grants of a capital nature, given for the purposes of acquiring specific assets to be fully utilised in the furtherance of the objects of the charity, are credited to fixed asset funds after the donated asset has been received or sums have been properly expended on the restricted purpose.

Where the terms of the gift are met once the asset is acquired, so allowing the charity to use the asset on an unrestricted basis, including the right to receive the proceeds of any future sale of the asset on an unrestricted basis, then the fixed asset fund so created is categorised as a designated fixed asset fund.

Accounting for capital grants and fixed asset funds. (Continued)

When assets are acquired for the furtherance of the charity's objects, utilising the charity's own unrestricted funds, a transfer is made from unrestricted funds to a designated fixed asset fund.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

Whether acquired with unrestricted or restricted funds, the asset acquired is initially shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

As the related assets are depreciated, in accordance with the depreciation policy, in order to reflect the diminution in the asset, a transfer is made from the relevant fixed asset funds to either unrestricted or restricted revenue funds, as appropriate to the terms of the original gift, if any.

The effect of this policy is that the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Following the change in accounting policy on depreciation in prior years, a transfer has been made in this year so that in the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Stocks and work in progress

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Creditors and provisions for liabilities and charges are recognised and measured on a conventional accruals basis when a contractual or other legal liability has been established and can be properly quantified.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Pensions - defined contribution schemes

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal or as implied by law.

2 Liability to taxation

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is only partly recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities to the extent it cannot be recovered. Value Added Tax is excluded from the income shown in these accounts where such tax is accountable to HMRC.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no financial instruments that are relevant to the performance or position of the charity.

5 Net Surplus / (Deficit) before tax in the financial year

	2023 £	2022 £
The net surplus/(deficit) before tax in the financial year is stated after charging :		
Depreciation of owned fixed assets	33,169	35,327
Pension costs	919	608

6 Donated goods, services and facilities

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
<i>Included in Legacies and Donations:-</i>				
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
	-	30,000	30,000	30,000

7 The contribution of volunteers

Otley Courthouse has 97 active volunteers. They are an essential part of the organisation and take on a range of roles – receptionists, cafe workers, bar staff, stewards at evening and daytime events, house managing at evening and daytime events, technical support, day to day financial support and redecorating and repair.

8 Staff costs and emoluments

Salary costs	2023 £	2022 £
Gross Salaries excluding trustees and key management personnel	82,079	68,089
Employer's National Insurance for all staff	-	-
Employer's operating costs of defined contribution pension schemes	919	608
Total salaries, wages and related costs	82,998	68,697
Numbers of full time employees or full time equivalents	2023	2022
The average number of total staff employed in the year was	4	4
The average number of part time staff employed in the year was	3	3
The average number of full time staff employed in the year was	1	1
The estimated full time equivalent number of all staff employed in the year was	4	4

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

Staff costs and emoluments (Continued)

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	1	1
Engaged on publicity activities	1	1
Engaged on management and administration	2	2
The estimated full time equivalent number of all staff employed as above	4	4

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

9 Defined contribution pension schemes

The Pension scheme has been set up under the Auto enrolment provisions with NEST Pensions and offered to all employees, and contributions are paid on qualified earnings.

Employers contributions are due of 3% from April 2019 and 5% from April 2020..

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

10 Remuneration and payments to Trustees and persons connected with them and Trustees' expenses

No trustees or persons connected with them received any remuneration or were reimbursed expenses from the charity, or any related entity.

11 Deferred income - Unrestricted and Designated funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Advance Ticket sales	19,465	(19,465)	55,635	55,635
Total	19,465	(19,465)	55,635	55,635
			2023	2022
			£	£
These deferrals are included in creditors			55,635	19,465

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

12 Deferred income - Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Leeds City Council Mice Money	-	-	500	500
Leeds Inspired	-	-	1,080	1,080
Otley Town Council - Science Festival	750	750	100	100
Total	750	750	1,680	1,680
			2023	2022
			£	£
These deferrals are included in creditors			1,680	750

The deferrals included in creditors relate to funding specified by the funders as relating to specific periods and represent those parts of restricted funds which relate to periods subsequent to the accounting year end and are treated as grants in advance, or, alternatively, where there are conditions which must be fulfilled prior to entitlement or use of the restricted funds by the charity. they also include Advanced Ticket sales.

13 Tangible fixed assets

	Land and Buildings	Plant & Machinery	Furniture, Fixtures & Office Equipment	Total
	£	£	£	£
Cost				
At 1 April 2022	685,322	90,414	62,343	838,079
Additions	-	2,166	-	2,166
At 31 March 2023	685,322	92,580	62,343	840,245
Depreciation				
At 1 April 2022	492,342	69,555	62,343	624,240
Charge for the year	27,413	5,756	-	33,169
At 31 March 2023	519,755	75,311	62,343	657,409
Net book value				
At 31 March 2023	165,567	17,269	-	182,836
At 31 March 2022	192,980	20,859	-	213,839

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

14 Stocks & Work in Progress

	2023 £	2022 £
Stocks before write downs	2,569	1,975
	<u>2,569</u>	<u>1,975</u>

Analysis of the carrying value of stocks and work in progress by activities

	Stocks	
	2023 £	2022 £
Activity		
Main charitable activities	2,569	1,975
	<u>2,569</u>	<u>1,975</u>

15 Debtors

	2023 £	2022 £
Trade debtors	497	6,716
Prepayments and accrued income	658	149
Other debtors	5,770	765
	<u>6,925</u>	<u>7,630</u>

16 Contingent asset

Amounts totalling £NIL (2022- £2,411) paid in advance for ticket sales are held in a client account in the charity's favour by a third party ticketing agency and there is a contingent asset for this amount if the events concerned proceed in the subsequent period. These amounts have not been included in the accounts.

17 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	616	565
Accruals	10,572	11,270
Deferred Income - Unrestricted & designated funds	55,635	19,465
Deferred Income - Restricted funds	22,180	21,226
PAYE, NIC VAT and other taxes	539	1,377
	<u>89,542</u>	<u>53,903</u>

18 Pension commitments

		2023 £	2022 £
Pension commitments under defined benefit/defined contribution schemes			
within one year		3,252	790
within two to five years	commitment per annum	3,600	790
in over five years	commitment per annum	3,800	790
		<u>10,652</u>	<u>2,370</u>

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

19 Financial commitments under operating leases

2023
£

2022
£

At the year end the charity had annual commitments under non-cancellable operating leases as set out below:

Operating leases which expire:

within two to five years - annual commitment

1,660 1,660

20 Contingent liabilities

There were no contingent liabilities at the year end.

21 Income and Expenditure account summary

2023
£

2022
£

At 1 April 2022

273,211 306,032

Profit / (Loss) for the year after tax

(32,552) (32,821)

At 31 March 2023

240,659 273,211

22 Related party transactions

One trustee was paid a sum of £950 (2022 - £1,293) to assist with sound and lighting technology at some public events. The trustees consider these amounts appropriate and there was no reasonable alternative. There were no other transactions with related parties.

23 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2023

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	(22,716)	182,836	22,716	182,836
Current Assets	125,185	-	22,180	147,365
Current Liabilities	(67,362)	-	(22,180)	(89,542)
	35,107	182,836	22,716	240,659

At 1 April 2022

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	-	213,839	-	213,839
Current Assets	112,775	-	500	113,275
Current Liabilities	(53,903)	-	-	(53,903)
	58,872	213,839	500	273,211

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

24 Change in total funds over the year as shown in Note 23 , analysed by individual funds

	Funds brought forward from 2022	Movement in funds in 2023	Transfers between funds in 2023	Funds carried forward to 2024
	£	See Note 25 £	See Note 26 £	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	58,872	(32,052)	8,287	35,107
Designated Fixed Asset Funds	213,839		(31,003)	182,836
Total unrestricted and designated funds	272,711	(32,052)	(22,716)	217,943
Restricted funds:-				
Restricted Fixed Asset Funds	-	-	22,716	22,716
Science Festival Fund	500	(500)		-
Total restricted funds	500	(500)	22,716	22,716
Total charity funds	273,211	(32,552)	-	240,659

25 Analysis of movements in funds over the year as shown in Note 24

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2023	2023	2023	2023
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	246,155	(278,207)	-	(32,052)
Restricted funds:-				
Govt Covid Fund	-	-	-	-
Science Festival Fund	3,750	(4,250)	-	(500)
Gift in Kind - notional rent	30,000	(30,000)	-	-
	279,905	(312,457)	-	(32,552)

26 Details of transfers between funds in the year as shown in Note 24

The transfers shown in note 24 above are:-	2023
	£
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy 'Accounting for capital grants and fixed asset funds'.	8,287
To/(from) Designated Fixed Asset Funds	(31,003)
To/(from) Restricted Fixed Asset Funds	22,716
Net transfers	-

The transfers are all made in compliance with the accounting policy note on the grant funding of assets.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2023

27 The purposes for which the funds as detailed in note 24 are held by the charity are:-

Unrestricted and designated funds:-

Unrestricted Revenue Funds These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

Designated Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year the fund has been increased by £2,166 to reflect assets purchased, and reduced by the transfer out of depreciation of £33,169 as explained under accounting policies.

Restricted funds:-

Restricted Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year there have been no specific grants or restricted donations for fixed assets. As all previously restricted assets have now met the terms of their initial conditions then there can be a transfer of the fund to the designated fixed asset fund.

Science Festival Fund As in previous years Otley Courthouse delivers a week long programme of Science related events (for the public, as well as School Shows) in November. Funding is obtained from a variety of sources. Due to the Covid pandemic, the funds received in this year were carried forward to be spent in the subsequent periods.

Gift in Kind - notional rent Notional rent for premises provided by Leeds City Council valued at £30,000

Covid Support Grants These are funds to support the charity donated by HM Government to assist the charity during the Covid pandemic

Development of new theatre -Restricted fixed asset funds Funds have been donated totalling £50,000 that are for the purpose of carrying out feasibility study and project work of developing a larger theatre on a site adjacent to the current theatre. Any fees or costs relating to this project are paid from this fund.

28 Ultimate controlling party

The charity is under the control of its legal members.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

This analysis is classsified by conventional nominal descriptions and not by activity.

29 Donations and Legacies

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
Donations and gifts from individuals				
Gift Aid refunds	913	-	913	1,385
Small donations individually less than £1000	3,854	-	3,854	5,277
Total donations and gifts from individuals	4,767	-	4,767	6,662
Revenue grants & donations from public bodies				
Small grants individually less than £1000	-	-	-	1,617
Arts Funding - Leeds City Council - Core funding	7,000	-	7,000	7,000
HMRC - Covid Job Retention Scheme	-	-	-	7,899
Otley Town Council	-	100	100	1,000
Leeds City Council - Covid Business Support	-	-	-	17,750
Leeds Inspired	-	-	-	500
Leeds 2023 / Mentoring programme	-	10,176	10,176	-
MICE - Local Councillor's Fund	-	-	-	1,080
Science Festival	-	3,750	3,750	-
Deferred Income brought forward:-				
Leeds Inspired	-	-	-	-
Science Festival	-	750	750	-
Development income	-	5,759	5,759	-
Total public sector revenue grants	7,000	20,535	27,535	37,766
Revenue grants & donations from non public bodies				
Friends of the Courthouse	3,394	-	3,394	2,068
Total private sector revenue grants	3,394	-	3,394	5,818
In the prior year, £500 was restricted.				
Gifts in kind, donated services and facilities				
Leeds City Council - Notional Rent	-	30,000	30,000	30,000
Total donated goods and services	-	30,000	30,000	30,000
In the prior year, the amount of £30,000 was restricted.				
Total Donations and Legacies	A1 15,161	50,535	65,696	80,246

In the prior year, of the total of £80,246 an amount of £37,899 was restricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

30 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2023 £	Current year Restricted Funds 2023 £	Current year Total Funds 2023 £	Prior Year Total Funds 2022 £
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	77,532	-	77,532	49,376
Primary purpose trading - Ticket Sales	124,252	-	124,252	76,985
Ancillary trading in support of charitable objects	3,279	-	3,279	-
Letting of property for charitable purposes	23,292	-	23,292	23,146
Other Charitable Activities	-	-	-	-
Total Primary purpose and ancillary trading	228,355	-	228,355	149,507

All prior year transactions in this category were unrestricted.

31 Total Income from charitable activities

	Current year Unrestricted Funds £ 2023	Current year Restricted Funds £ 2023	Current year Total Funds £ 2023	Prior Year Total Funds £ 2022
Total donations and legacies	15,161	50,535	65,696	80,246
Total income from charitable trading	228,355	-	228,355	149,507
Total from charitable activities	A2 243,516	50,535	294,051	229,753

In the prior year, of the total of £229,753 an amount of £37,899 was restricted.

32 Income from other, non charitable, trading activities

	Current year Unrestricted Funds £ 2023	Current year Restricted Funds £ 2023	Current year Total Funds £ 2023	Prior Year Total Funds £ 2022
Income from fundraising events	2,615	-	2,615	1,236
Total from other activities	A3 2,615	-	2,615	1,236

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

33 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Spend from grants awarded	-	7,105	7,105	-
Development costs of future projects	-	5,759	5,759	-
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
Total direct spending	B2a -	42,864	42,864	30,000

In the prior year, an amount of £30,000 was restricted.

34 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Cost of goods for primary purpose trading	102,446	-	102,446	81,957
Cost of goods for ancillary trading	11,550	-	11,550	-
Marketing and advertising of primary purpose trading	2,410	-	2,410	2,816
Gross wages and salaries - charitable trading activities	4,372	-	4,372	3,230
Total charitable trading costs	B2b 120,778	-	120,778	88,003

In the prior year all amounts were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

35 Support costs for charitable activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
<i>Employee costs not included in direct costs</i>				
Salaries - Administrative staff	69,536	8,171	77,707	64,859
Defined contribution pension cost - admin staff	919	-	919	608
Training and welfare - staff	905	-	905	100
Freelance fees	6,448	-	6,448	10,031
<i>Volunteer costs</i>				
Volunteers' expenses	81	-	81	(52)
<i>Premises Expenses</i>				
Rates and water charges	2,731	-	2,731	1,767
Room Hire	-	-	-	-
Light heat and power	5,652	-	5,652	5,370
Cleaning and waste management	1,141	-	1,141	678
Premises repairs, renewals and maintenance	-	-	-	4,182
Alarm and security costs	4,782	-	4,782	-
Property insurance	4,210	-	4,210	3,684
Additional building repairs	4,834	-	4,834	4,808
<i>Administrative overheads</i>				
Telephone, fax and internet	1,701	-	1,701	1,910
Postage	457	-	457	243
Stationery and printing	2,770	-	2,770	2,225
Membership subscriptions	8,956	-	8,956	4,033
Software licences and expenses	500	-	500	414
Equipment, repairs, expenses and maintenance	180	-	180	-
PAT tests	-	-	-	-
Resource costs	-	-	-	-
Licences & Permits	193	-	193	360
<i>Professional fees paid to the Auditor or Independent Examiner in addition to audit and examination fees</i>				
Company House	13	-	13	13
<i>Financial costs</i>				
Bank charges	4,787	-	4,787	2,431
Bad debts written off	75	-	75	108
Depreciation & Amortisation in total for the period	33,169	-	33,169	35,327
Support costs	154,040	8,171	162,211	143,099
Total support costs	154,040	8,171	162,211	143,099

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2023 as required by the SORP 2015

36 Other Expenditure - Governance costs

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Independent Examiner's fees	2,400	-	2,400	2,150
Trustees' indemnity insurance	550	-	550	500
Total Governance costs	2,950	-	2,950	2,650

All prior year transactions in this category were unrestricted.

37 Total Charitable expenditure

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Total direct spending	B2a -	42,864	42,864	30,000
Total charitable trading costs	B2b 120,778	-	120,778	88,003
Total support costs	B2d 154,040	8,171	162,211	143,099
Total Governance costs	B2e 2,950	-	2,950	2,650
Total charitable expenditure	B2 277,768	51,035	328,803	263,752

In the prior year, of the total of £263,752 an amount of £37,899 was restricted.

38 Expenditure on raising funds and costs of investment management

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2023	2023	2023	2022
	£	£	£	£
Fundraising Trading costs	439	-	439	68
Total fundraising costs	B1 439	-	439	68

All prior year transactions in this category were unrestricted.

THE COURTHOUSE PROJECT (OTLEY) LIMITED

England & Wales - Charity number 1090877

Accounts

Company Registration Number - 04303404

The Charity Registration Number is :- 1090877

The Courthouse Project (Otley) Limited

Report and Accounts

31 March 2022

The Courthouse Project (Otley) Limited

Report and accounts for the year ended 31 March 2022

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	8
Independent Examiner's Report	10
<i>Funds Statements:-</i>	
Statement of Financial Activities	12
Statement of Financial Activities - Prior Year statement	13
Movements in funds	14
Revenue Funds	14
Fixed Asset funds	14
Income and Expenditure account	16
Summary of funds	15
Balance sheet	17
Notes to the accounts	18

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

The Trustees present their Report and Accounts for the year ended 31 March 2022, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- The Courthouse Project (Otley) Limited

The charity is also known by its operating names, Otley Courthouse Arts and Resources Centre and Otley Courthouse.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1090877

Legal structure of the charity

The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

The Governing Document is dated 12 October 2001.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

Otley Courthouse
Courthouse Street, Otley
LS21 3AN
Telephone 01943 467216 Email address director@otleycourthouse.org.uk
Web: <http://otleycourthouse.org.uk>

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Trustees in office on the date the report was approved were:-

David Robson - Chair and Treasurer
Hazel Costello – Vice-chair
Gill Leggat - Company Secretary
Keith Seymour
Stephen Baskerville (appointed 31/08/21)
Pam Lamming
Peter Earle

The following persons served as Trustees during the year ended 31 March 2022 :-

The trustees who served as a trustee in the reporting period, were as above, and there were no changes during the year, except that Andrew Dalton resigned as a trustee on 5th June 2020 having held office from the start of the year and that Shelagh Ross was a trustee throughout the year and resigned on 27/09/21.

At the Annual General Meeting three trustees will retire as trustees, but are eligible for reappointment.

All the trustees are also members of the charity.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 12 October 2001. The Charity's objects ("the Objects") as set out in the Memorandum of Association continue to be to promote the benefit of the inhabitants of Otley and surrounding area (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, disability, race or of political, religious or other opinions, by associating together the said inhabitants and voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The main activities undertaken in relation to those purposes during the year.

The principal activity of the company during the year was to provide an arts and resource centre for Otley. The year from April 2021 to March 2022 was the eighteenth year of the Courthouse's existence as an operating Arts and Resource centre. It was also, of course, the second year of the Covid pandemic and the venue was closed to the public for the first part of the year before gradually reopening.

Staffing

We continued with our strong staff team throughout the year. We appointed a new Marketing and Development Officer, an additional cleaner, new bar and café staff, and two new freelance technicians. During the corona-virus lockdowns Staff continued to work the hours that they needed to in order to keep the venue operating and full use was made of the government's furlough scheme. Board meetings were held online and all staff had the minutes circulated to them to keep them up to date with developments.

Programme of Work

Our normal programme of work had a slow start because of continued restrictions. For the first 6 weeks of the year we were only able to run very limited, socially distanced children's room hire events. From late May we began to return to some programmed events - all socially distanced with low audience numbers - film, comedy, talks and some music. We experimented with two back to back gigs by the same artist to build up audience numbers. From July full capacity audiences were allowed but we decided to cap numbers, alongside all of our continuing mitigation methods, to build audience confidence. The Otley Live events were full capacity at the end of July.

By September we were ready to launch our first post-pandemic programme of events - not as full or varied as usual - to continue to coax audiences back, and by January we launched what was effectively a full programme of events to run through to the end of August.

Our membership of the Music Venues Trust gave us the reassuring information that our lower audience numbers and last minute ticket bookings were a reflection of the national pattern, and it was confidence boosting (though sobering) to see that we were, in fact, doing better than many other venues.

It was particularly pleasing to welcome back many familiar faces to our audiences, and to welcome acts who we had last programmed on-line, or who had had to have tour dates re-arranged. Audiences and artists alike were glad to be back.

Musically our programme consisted of Classical (12 events), Folk (16), Jazz (3), Pop (12), and Rock (6). We continued to draw artists of national renown - Toyah, Phil Beer, Martin & Eliza Carthy, Breabach and Ida Pellliccioli - an Italian, living in France.

Film was again a mainstay of our programming - with 35 film screenings (from art-house to mainstream to gallery tours), and 8 streamed events - music and NTL.

In November we bit the bullet and put on a full week of Science activities in our annual Science Festival - supplemented by Science Cafes throughout the year. In many ways this week represented the unofficial re-launch of the Courthouse as a fully operating venue.

Comedy continued to bring nationally known comics to Otley - Daliso Chaponda, Paul Sinha, Lucy Porter all trod the boards, and Otley Film Society scored a hit by managing to get Mark Thomas to come to town with a retrospective of his 'Mark Thomas Product' TV series.

Our monthly Designer Craft Fairs returned and were well supported.

Many of our evenings provide vital space for a range of local participatory arts activities and we hosted 15 Brass Band rehearsals, 22 Choir rehearsals (for two different choirs), and 75 Dance classes. All of these numbers are down on normal years because of Covid restrictions.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

Room hire

Tenants

Our artists' studios remained fully tenanted and the Maker Space (with co-users The Wharfedale Men's Shed) has gone from strength to strength and is now matching our projected rental take.

Weekly room hires

Room hirers came back as permitted. Initially we had issues to do with room size to contend with and some groups either moved to a larger room, or delayed their return. Although there is still some hesitancy we are now close to matching pre-pandemic levels, and are working hard to bring back previous groups and attract new users.

A wide range of activities is supported by our room hire provision. As well as the Music, Choir and Dance activities outlined above we also provide space for Chair based Yoga, Mind, Body connection classes, Singing for the Brain sessions, Pilates, a Ladies Exercise group, Rhythm Time sessions, a Writers' group, a Knitting group, a Book Club and the local Quakers group.

Facilities

We have continued to improve our lighting. Two areas with damp problems have been resolved. We commissioned a full building survey and are beginning to work on some of the areas that needed attention. Other areas will need funding to allow us to resolve them and we are working with our Development Project Management company (Greenwoods) to develop a funding strategy.

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity. The charity usually operates to benefit the inhabitants of Otley and surrounding area, uniting individuals and voluntary sector organisations in a common effort to advance education and to provide facilities in the interests for recreation and other leisure-time occupation with the object of improving the conditions of life and giving access to all aspects of the arts, in particular but not exclusively visual arts, music, theatre, dance and literature.

The short term and longer term aims and objectives.

Develop plans - alongside Leeds City Council - to build an extension to the Courthouse to the rear of our current building.

Work alongside the Maker Space to build the membership and range of activities.

Rebuild the activities of the Courthouse after the pandemic.

Develop partnerships with local and regional firms and individuals to improve the Courthouse's longer term financial health.

Further develop links with local and regional organizations; develop our audience across a range of arts based activities; further refine our programming to meet local needs; build on our already successful provision of spaces for a range of local needs; ensure that all spaces are fully utilised - either by room hires or tenancies.

Work on the findings of our full Building survey to improve the fabric of our current buildings.

The charity's strategies for achieving its aims and objectives in the future.

We continued to work with Arkle Boyce and Greenwoods to develop our ambitions for an extension to the rear of the current building. Pre-application documents were completed and submitted to Leeds City Council for approval.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

The contribution of volunteers during the year.

We maintained contact with our volunteer team during the lockdowns and as soon as circumstances permitted we welcomed them back to the venue, with retraining and re-familiarisation offered where necessary. We have continued to see new volunteers throughout the year - young and old.

The main achievements and performance of the charity during the year.

During the year the income of the Charity was disbursed as shown on the attached Statement of Financial Activities.

Training

We introduced a new box office system and therefore trained 30 volunteers and staff members in its use. Safeguarding training was given in line with the Ask for Angela national personal safety scheme.

Audience Development

We kept in regular touch with our audience members through programming and news updates. We were pleased to welcome so many familiar faces back from Autumn 2021 onwards. A major new housing development to the north of the River Wharfe in Otley has been targeted.

Economic Outputs:-

Local fundraising

This was understandably less than in a normal year but fundraising events did recommence during the year. Our monthly Craft fair, and Movie Matinee programmes restarted - both very successfully. We also held a Christmas Raffle with the main prizes donated by local businesses.

By the year end we had had raised a total of £1,236

Funders

Leeds City Council - arts@leeds £7,000

Leeds City Council delivered emergency funding / business rates grant £17,750

Other local authority funds (eg MICE money) £500

Coronavirus Job Retention Scheme £7,899

Leeds City Council - Leeds Inspired £0

Institute of Physics £3,750

Otley Town Council (including Otley Town Partnership) - £3,000

The difference the charity's performance during the year has made to the beneficiaries of the charity and wider society

The principal aim of the company during the year was to provide an arts and resource centre for Otley and we were pleased to return to providing these services as quickly as we did.

Grant making policies and how these contributed to the achievement of the charity's aims and objectives during the year.

The Courthouse Project (Otley) does not make grants to other organisations.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

Trustees are appointed by the existing board members. Occasional recruitment takes place to identify people who are willing to stand for election as Directors, and can contribute to the Courthouse.

The policies and procedures for the induction and training of trustees.

New and potential Trustees are first invited to become familiar with the Courthouse in day to day operation and then to observe a Board meeting. Once appointed, new Trustees are given an induction pack which includes a history of the project; aims and objectives; equality and diversity and other policy documents. They are also given comprehensive training to enable them to act as a 'house manager' which includes hands on training, all aspects of health and safety and security, shadowing opportunities and written handouts.

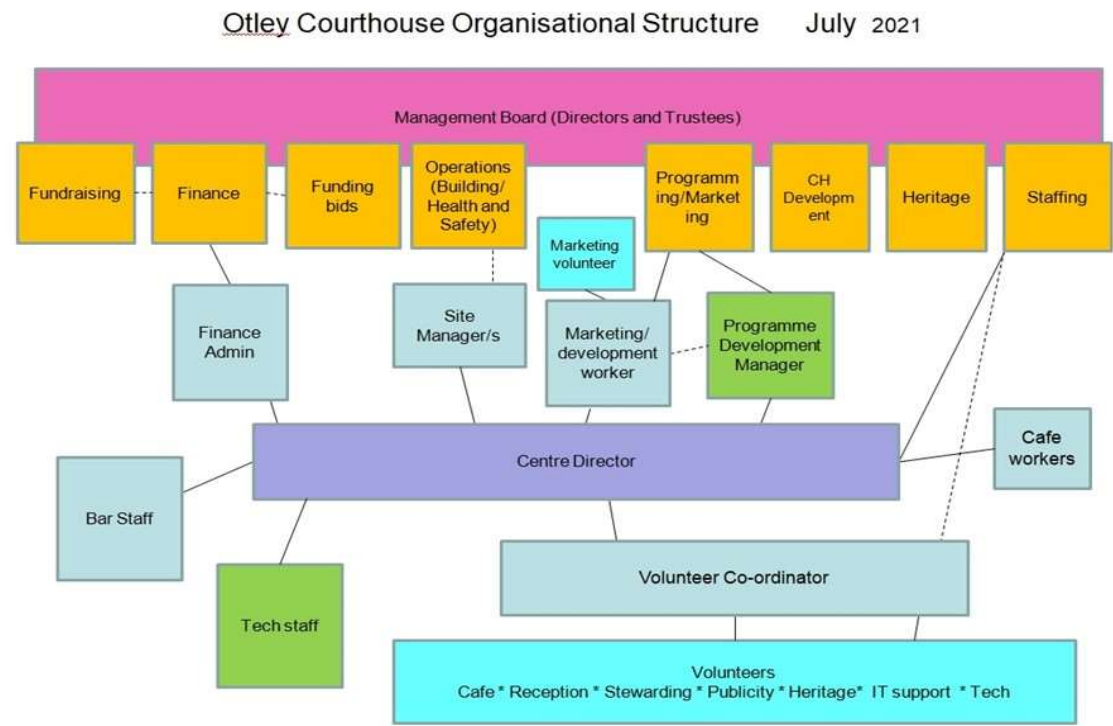
Where relevant, Trustees members are also subject to DBS checks.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

The charity's organisational structure. This was established in 2014 and remains the current basis of organisation



The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

The Chief Executive Officer and other senior management personnel to whom day to day management is delegated

Centre Manager

- Laura Barker-Bey (nee Kox)

Volunteer Coordinator

- Jean Crawford

The charity as a part of a wider network.

The building is leased from the LDA under a 25 year lease at nil consideration.

The Courthouse Project have worked closely with, and acknowledge the past and present assistance of, Leeds City Council, Arts Council England Yorkshire, Otley Town Council and the past assistance of the Market Towns Initiative, and Yorkshire Forward, and the Foyle Foundation.

The Courthouse is a key client of arts@leeds - Leeds City Council's arts department - and was pleased to receive an uplift in funding for the 4 years from 2018 and this has been extended, post pandemic, for a further year. The organisation has an excellent relationship with Otley Town Council. Our membership of the Small Venues Network continues, and we have become members of the Music Venues Trust which helped us enormously to stay up to date with advice during the pandemic and to plan our recovery in its aftermath.

The trustees' bank and advisors

Bankers

Virgin Money

Financial review

Investment performance against the investment objectives.

The Courthouse Project (Otley) does not invest its funds.

The charity's financial position at the end of the year ended 31 March 2022

The financial position of the charity at 31 March 2022 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2022 £	2021 £
Net Expenditure	(32,821)	(3,756)
Unrestricted Revenue Funds available for the general purposes of the charity	58,872	58,504
Designated Fixed Asset Funds	213,839	171,082
	272,711	229,586
Restricted funds	500	500
Restricted Fixed Asset Funds	-	75,946
Total Restricted Funds	500	76,446
Total Funds	273,211	306,032

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

Financial review of the position at the reporting date, 31 March 2022 .

The trustees consider the financial performance by the charity during the year to have been satisfactory.

The Charity is continuing to take the following steps to further improve performance:-

1. Working hard to maintain, or reduce, all spending targets.
2. Working hard to increase the organisation's income through room hire, box office and bar and cafe sales to enable the organisation to make realistic transfers to reserves on an annual basis.
3. Exploring new possibilities for income generation including new ways of using space within The Courthouse which meet our charitable aims.
4. Using our new Box Office system to further improve our marketing and fundraising.
5. Working with all identified parties, and with all Courthouse users (and potential users) to progress our development plans.
6. Devising and implementing strategies to grow both audiences and other centre use after the pandemic.

Policies on reserves.

The Courthouse's policy is to enable it to build and maintain sufficient capital reserves to provide cover for the inevitable fluctuations in revenue income, thus ensuring continuity in the provision of the Centre's services and, in line with Arts Council England recommendations and the practice of other arts and community organisations, to aim to have £60,000 in reserves which represents six month's spending.

The free unrestricted reserves at 31st March 2022 were £59,714. At March 2021 the figure was £58,904.

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Risks and uncertainties facing the charity

The Courthouse Project has operated throughout to minimise risks, financial and otherwise, and has at all times taken advice from experts in the relevant field. A comprehensive financial system with safeguards has been established, and the organisation's finances are monitored against targets on a monthly basis and any necessary changes and adjustments made to ensure the organisation's financial security. All areas of the building have been subject to risk assessments and the necessary steps taken to minimize risks identified. The building is fully alarmed and on a Redcare fire prevention system. The organisation recognizes and accepts the vulnerabilities of some volunteers and has support, training and clear systems in place, to ensure that any risks are minimised and overseen by paid staff. The Courthouse is working hard to fully re-establish itself as a key venue after the pandemic.

It continues to be expected that all Courthouse activities are clearly seen as the responsibility of a specified sub-committee. Financial delegation has also been reviewed and financial delegation to sub-committees is clearly framed by our annual budget.

Plans For the Future

Summary of plans for the future and the trustees' perspective of the future direction of the charity.

The Trustees' plans for the next year will continue to be focused on enabling the organisation to survive and thrive at a time of economic uncertainty and rising inflation, and to prepare prudently for the continued likelihood of local government cuts and an uncertain recovery from the pandemic. Measures will include careful budgeting and financial monitoring, trimming any unnecessary spending and increased marketing of the evening programme, workshop activities and room hire. Our successful agreement with Leeds City Council to be seen as a 'mid-range' organisation with the accompanying increased funding will help enormously in this respect. The organisation will also be exploring the best ways to further improve our marketing of events and room hire - bringing in new audiences where possible.

Otley Maker Space has been established and looks set to expand on its initial membership income target.

Heads of Terms have been agreed with Leeds City Council about our plans to build a larger performance / event space, plus additional rooms, to the rear of the Courthouse. Project Management / Architecture partners have been identified and pre-application documents have been delivered to Leeds City Council for approval.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

Equal opportunities and employment of disabled persons

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff who are, or become, disabled.

Details of The Independent Examiner

Rob Woolley FCCA, CTA
Chartered Certified Accountant
Crown House
York Road
Shiptonthorpe
YO43 3PF

Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and 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 charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2022

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 12 to 33.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

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

This report was approved by the board of trustees on 27 September 2022.

DAVID ROBSON
Director and Trustee

The Courthouse Project (Otley) Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2022

I report to the Trustees on my examination of the financial statements of the charitable company on pages 12 to 33 for the year ended 31 March 2022 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 18.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 8, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

Since the charitable company's gross income exceeded £250,000, the charitable company's examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am an authorised member of Chartered Certified Accountant , which is one of the listed bodies.

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

The Courthouse Project (Otley) Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed:-

Rob Woolley FCCA,CTA - Independent Examiner
Chartered Certified Accountant

Crown House
York Road
Shiptonthorpe
YO43 3PF

This report was signed on 0 January 1900

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2022

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2022, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2022 £	2022 £	2022 £	2021 £
Income & Endowments from:					
Donations & Legacies	A1	42,347	37,899	80,246	130,774
Charitable activities	A2	149,507	-	149,507	32,702
Other trading activities	A3	1,236	-	1,236	1,067
Investments	A4	10	-	10	-
Total income	A	193,100	37,899	230,999	164,543
Expenditure on:					
Raising funds	B1	68	-	68	143
Charitable activities	B2	225,853	37,899	263,752	168,156
Total expenditure	B	225,921	37,899	263,820	168,299
Net income / (Expenditure) for the year		(32,821)	-	(32,821)	(3,756)
Net income after transfers	A-B-C	(32,821)	-	(32,821)	(3,756)
Net movement in funds		(32,821)	-	(32,821)	(3,756)
Reconciliation of funds:-					
	E				
Total funds brought forward		305,532	500	306,032	309,788
Total funds carried forward		272,711	500	273,211	306,032

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2022

The Courthouse Project (Otley) Limited - Analysis of prior year total funds, as required by paragraph 4.2 of the SORP

	SORP Ref	Prior Year Unrestricted Funds 2021 £	Prior Year Restricted Funds 2021 £	Prior Year Total Funds 2021 £
Income from:				
Donations & Legacies	A1	63,689	67,085	130,774
Charitable activities	A2	32,702	-	32,702
Other trading activities	A3	1,067	-	1,067
Total income	A	97,458	67,085	164,543
Expenditure on:				
Raising funds	B1	143	-	143
Charitable activities	B2	101,571	66,585	168,156
Total expenditure	B	101,714	66,585	168,299
Net expenditure for the year		(4,256)	500	(3,756)
Transfers between funds	C	-	-	-
Net income after transfers		(4,256)	500	(3,756)
Net movement in funds		(4,256)	500	(3,756)
Reconciliation of funds:-				
Total funds brought forward	E	309,788	-	309,788
Total funds carried forward		305,532	500	306,032

All activities derive from continuing operations

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2022

The Courthouse Project (Otley) Limited - Resources applied in the year ended 31 March 2022 towards fixed assets for Charity use:-

	2022 £	2021 £
Funds generated in the year as detailed in the SOFA	(32,821)	(3,756)
Resources applied on functional fixed assets	(2,138)	-
Net resources available to fund charitable activities	(34,959)	(3,756)

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

Movements in revenue and capital funds for the year ended 31 March 2022

Revenue accumulated funds

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Last year Total Funds 2021 £
Accumulated funds brought forward	58,504	500	59,004	37,832
Recognised gains and losses before transfers	(32,821)	-	(32,821)	(3,756)
	25,683	500	26,183	34,076
(From)/To revenue funds	33,189	-	33,189	24,928
Closing revenue funds	58,872	500	59,372	59,004

Fixed asset funds

	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Last year Total Funds 2021 £
At 1 April	171,082	75,946	247,028	271,956
Transfer (to) revenue funds	40,619	(75,946)	(35,327)	(24,928)
Transfer from revenue funds - asset additions	2,138	-	2,138	
At 31 March	213,839	-	213,839	247,028

The purposes of the transfers to fixed asset funds are described in Note 27 to the accounts and under the accounting policy 'Accounting for capital grants and fixed asset funds'.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2022

Summary of funds	Unrestricted and Designated funds	Restricted Funds	Total Funds	Last Year Total Funds
	2022	2022	2022	2021
	£	£	£	£
Revenue accumulated funds	58,872	500	59,372	59,004
Fixed asset funds	213,839	-	213,839	247,028
Total funds	272,711	500	273,211	306,032

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2022

**The Courthouse Project (Otley) Limited
Income and Expenditure Account for the year ended 31 March 2022 as required by the Companies Act 2006**

	2022 £	2021 £
Income		
Income from operations	230,989	164,543
Interest receivable	10	-
Gross income in the year before exceptional items	230,999	164,543
Gross income in the year including exceptional items	230,999	164,543
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	226,275	129,153
Depreciation and amortisation	35,327	36,903
Fundraising costs	68	143
Governance costs	2,150	2,100
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	263,820	168,299
Net income before tax in the financial year	(32,821)	(3,756)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	(32,821)	(3,756)
Retained surplus for the financial year	(32,821)	(3,756)

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Balance Sheet as at 31 March 2022

	SORP		2022	2021
	Note	Ref	£	£
Fixed assets	A			
Tangible assets	13	A2	213,839	247,028
Current assets	B			
Stocks		B1	1,975	-
Debtors	15	B2	7,630	13,062
Cash at bank and in hand		B4	103,670	97,822
Total current assets			113,275	110,884
Creditors: amounts falling due within one year	17	C1	(53,903)	(51,880)
Net current assets			59,372	59,004
Total net assets of the charity			273,211	306,032
Total net assets of the charity are funded by the funds of the charity, as follows:-				
Restricted funds				
Restricted Fixed Asset Funds	24	D2	-	75,946
Restricted Revenue Funds	24	D2	500	500
Unrestricted Funds				
Unrestricted Revenue Funds	24	D3	58,872	58,504
Designated Funds				
Designated Fixed Asset Funds	24	D3	213,839	171,082
Total charity funds			273,211	306,032

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 11.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

DAVID ROBSON

Trustee

Approved by the board of trustees on 27 September 2022

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, and applicable to all accounting periods beginning on or after 1st January 2019, (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice

Measurement and estimation - No material estimates have been made in the preparation of these financial statements, except in relation to the valuation of services and facilities provided in kind.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. There is also an unquantified effect that might arise from the COVID Pandemic. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2022, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Risks and future assumptions

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Donated goods, facilities and services

Donated fixed assets are recognised at the current fair value. All such donations are recognised as donation income, and debited to fixed assets.

Services provided in kind, such as the notional rent of buildings, is shown both as notional income and as notional expenditure at an estimated fair market value.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

Allocating costs to activities

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied, and proportionate to the circumstances, is :-

Staffing - on the basis of time spent in connection with any particular activity.

Staffing - on a per capita basis, based on the number of people employed within any particular activity.

Premises related costs - on the proportion of floor area occupied by a particular activity.

Non specific support costs - on the basis of the usage of resources, in terms of time taken, capacity used, request made or other measures

Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note 7.

Policies relating to assets, liabilities and provisions and other matters.

Tangible fixed assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over estimated useful lives.

Leasehold premises	4 % straight line
Office Equipment	25 % straight line
Fixtures and Fittings and non Office Equipment	25 % reducing balance

Accounting for capital grants and fixed asset funds.

Gifts of tangible fixed assets or grants of a capital nature, given for the purposes of acquiring specific assets to be fully utilised in the furtherance of the objects of the charity, are credited to fixed asset funds after the donated asset has been received or sums have been properly expended on the restricted purpose.

Where the terms of the gift are met once the asset is acquired, so allowing the charity to use the asset on an unrestricted basis, including the right to receive the proceeds of any future sale of the asset on an unrestricted basis, then the fixed asset fund so created is categorised as a designated fixed asset fund.

Accounting for capital grants and fixed asset funds. (Continued)

When assets are acquired for the furtherance of the charity's objects, utilising the charity's own unrestricted funds, a transfer is made from unrestricted funds to a designated fixed asset fund.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

Whether acquired with unrestricted or restricted funds, the asset acquired is initially shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

As the related assets are depreciated, in accordance with the depreciation policy, in order to reflect the diminution in the asset, a transfer is made from the relevant fixed asset funds to either unrestricted or restricted revenue funds, as appropriate to the terms of the original gift, if any.

The effect of this policy is that the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Following the change in accounting policy on depreciation in prior years, a transfer has been made in this year so that in the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Stocks and work in progress

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Creditors and provisions for liabilities and charges are recognised and measured on a conventional accruals basis when a contractual or other legal liability has been established and can be properly quantified.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Pensions - defined contribution schemes

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal or as implied by law.

2 Liability to taxation

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is only partly recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities to the extent it cannot be recovered. Value Added Tax is excluded from the income shown in these accounts where such tax is accountable to HMRC.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no financial instruments that are relevant to the performance or position of the charity.

5 Net Surplus / (Deficit) before tax in the financial year

	2022 £	2021 £
The net surplus/(deficit) before tax in the financial year is stated after charging :		
Depreciation of owned fixed assets	35,327	36,903
Pension costs	608	627

6 Donated goods, services and facilities

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
<i>Included in Legacies and Donations:-</i>				
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
	-	30,000	30,000	30,000

7 The contribution of volunteers

Otley Courthouse has 135 active volunteers. They are an essential part of the organisation and take on a range of roles – receptionists, cafe workers, bar staff, stewards at evening and daytime events, house managing at evening and daytime events, technical support, day to day financial support and redecorating and repair.

8 Staff costs and emoluments

Salary costs	2022 £	2021 £
Gross Salaries excluding trustees and key management personnel	68,089	66,102
Employer's National Insurance for all staff	-	-
Employer's operating costs of defined contribution pension schemes	608	627
Total salaries, wages and related costs	68,697	66,729
Numbers of full time employees or full time equivalents	2022	2021
The average number of total staff employed in the year was	4	4
The average number of part time staff employed in the year was	3	3
The average number of full time staff employed in the year was	1	1
The estimated full time equivalent number of all staff employed in the year was	4	4

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

Staff costs and emoluments (Continued)

The estimated equivalent number of full time staff deployed in different activities in the year was:-

<i>Engaged on charitable activities</i>	1	1
Engaged on publicity activities	1	1
Engaged on management and administration	2	2
<i>The estimated full time equivalent number of all staff employed as above</i>	4	4

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

9 Defined contribution pension schemes

The Pension scheme has been set up under the Auto enrolment provisions with NEST Pensions and offered to all employees, and contributions are paid on qualified earnings.

Employers contributions are due of 3% from April 2019 and 5% from April 2020..

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

10 Remuneration and payments to Trustees and persons connected with them and Trustees' expenses

No trustees or persons connected with them received any remuneration or were reimbursed expenses from the charity, or any related entity.

11 Deferred income - Unrestricted and Designated funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Advance Ticket sales	36,861	(36,861)	-	19,391
Total	36,861	(36,861)	-	19,391
			2022	2021
			£	£
These deferrals are included in creditors			19,391	36,861

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

12 Deferred income - Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Leeds Inspired	-	-	-	-
Otley Town Council - Science Festival	750	-	-	750
National Lottery Community Fund - for fixed assets	-	-	-	-
Otley Town Council -	-	-	-	-
Otley Town Council - Make It Better project	-	-	-	-
Total	750	-	-	750
			2022	2021
			£	£
These deferrals are included in creditors			750	750

The deferrals included in creditors relate to funding specified by the funders as relating to specific periods and represent those parts of restricted funds which relate to periods subsequent to the accounting year end and are treated as grants in advance, or, alternatively, where there are conditions which must be fulfilled prior to entitlement or use of the restricted funds by the charity. they also include Advanced Ticket sales.

13 Tangible fixed assets

	Land and Buildings	Plant & Machinery	Furniture, Fixtures & Office Equipment	Total
	£	£	£	£
Cost				
At 1 April 2021	685,322	88,276	62,343	835,941
Additions	-	2,138	-	2,138
At 31 March 2022	685,322	90,414	62,343	838,079
Depreciation				
At 1 April 2021	464,929	62,602	61,382	588,913
Charge for the year	27,413	6,953	961	35,327
At 31 March 2022	492,342	69,555	62,343	624,240
Net book value				
At 31 March 2022	192,980	20,859	-	213,839
At 31 March 2021	220,393	25,674	961	247,028

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

14 Stocks & Work in Progress

	2022 £	2021 £
Stocks before write downs	1,975	-
	<u>1,975</u>	<u>-</u>

Analysis of the carrying value of stocks and work in progress by activities

	Stocks	
	2022 £	2021 £
Activity		
Main charitable activities	1,975	-
	<u>1,975</u>	<u>-</u>

15 Debtors

	2022 £	2021 £
Trade debtors	6,716	7,089
Prepayments and accrued income	149	203
Other debtors	765	5,770
	<u>7,630</u>	<u>13,062</u>

16 Contingent asset

	2022	2021
Amounts totalling £2,411 (2021- £941) paid in advance for ticket sales are held in a client account in the charity's favour by a third party ticketing agency and there is a contingent asset for this amount if the events concerned proceed in the subsequent period. These amounts have not been included in the accounts.		

17 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	565	346
Accruals	11,270	14,331
Payment received on account for contracts or performance related grants	21,226	36,861
Deferred Income - Unrestricted & designated funds	19,465	-
Deferred Income - Restricted funds	-	-
PAYE, NIC VAT and other taxes	1,377	342
Other creditors	-	-
	<u>53,903</u>	<u>51,880</u>

18 Pension commitments

	2022 £	2021 £
Pension commitments under defined benefit/defined contribution schemes		
within one year	790	900
within two to five years	commitment per annum	790
in over five years	commitment per annum	790
	<u>2,370</u>	<u>2,700</u>

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

19 Financial commitments under operating leases

2022
£

2021
£

At the year end the charity had annual commitments under non-cancellable operating leases as set out below:

Operating leases which expire:

within two to five years - annual commitment

1,660

1,660

20 Contingent liabilities

There were no contingent liabilities at the year end.

21 Income and Expenditure account summary

2022
£

2021
£

At 1 April 2021

306,032

309,788

Profit / (Loss) for the year after tax

(32,821)

(3,756)

At 31 March 2022

273,211

306,032

22 Related party transactions

One trustee was paid a sum of £1,293 (2021 - £63) to assist with sound and lighting technology at some public events. The trustees consider these amounts appropriate and there was no reasonable alternative. There were no other transactions with related parties.

23 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2022

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	-	213,839	-	213,839
Current Assets	115,488	-	500	113,275
Current Liabilities	(53,903)	-	-	(53,903)
	61,585	213,839	500	273,211

At 1 April 2021

	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Tangible Fixed Assets	-	171,082	75,946	247,028
Current Assets	110,384	-	500	110,884
Current Liabilities	(51,880)	-	-	(51,880)
	58,504	171,082	76,446	306,032

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

24 Change in total funds over the year as shown in Note 23 , analysed by individual funds

	Funds brought forward from 2021	Movement in funds in 2022	Transfers between funds in 2022	Funds carried forward to 2023
	£	See Note 25 £	See Note 26 £	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	58,504	(32,821)	33,189	58,872
Designated Fixed Asset Funds	171,082	-	(33,189)	137,893
Total unrestricted and designated funds	229,586	(32,821)	-	196,765
Restricted funds:-				
Restricted Fixed Asset Funds	75,946	-	(75,946)	-
Science Festival Fund	500	-		500
Gift in Kind - notional rent	-			-
OMS Ringfenced	-	-		-
Light Technology Fund	-			-
Total restricted funds	76,446	-	(75,946)	500
Total charity funds	306,032	(32,821)	(75,946)	197,265

25 Analysis of movements in funds over the year as shown in Note 24

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2022 £	2022 £	2022 £	2022 £
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	193,100	(225,921)	-	(32,821)
Restricted funds:-				
Govt Covid Fund	7,899	(7,899)	-	-
Science Festival Fund	-	-	-	-
Gift in Kind - notional rent	30,000	(30,000)	-	-
	230,999	(263,820)	-	(32,821)

26 Details of transfers between funds in the year as shown in Note 24

The transfers shown in note 24 above are:-	2022 £
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy 'Accounting for capital grants and fixed asset funds'.	33,189
To/(from) Designated Fixed Asset Funds	42,757
To/(from) Restricted Fixed Asset Funds	(75,946)
Net transfers	-

The transfers are all made in compliance with the accounting policy note on the grant funding of assets.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2022

27 The purposes for which the funds as detailed in note 24 are held by the charity are:-

Unrestricted and designated funds:-

Unrestricted Revenue Funds These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

Designated Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year the fund has been increased by £2,138 to reflect assets purchased, and reduced by the transfer out of depreciation of £35,327 as explained under accounting policies.

Restricted funds:-

Restricted Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year there have been no specific grants or restricted donations for fixed assets. As all previously restricted assets have now met the terms of their initial conditions then there can be a transfer of the fund to the designated fixed asset fund.

Science Festival Fund As in previous years Otley Courthouse delivers a week long programme of Science related events (for the public, as well as School Shows) in November. Funding is obtained from a variety of sources. Due to the Covid pandemic, the funds received in this year were carried forward to be spent in the subsequent periods.

Gift in Kind - notional rent Notional rent for premises provided by Leeds City Council valued at £30,000

Covid Support Grants These are funds to support the charity donated by HM Government to assist the charity during the Covid pandemic

28 Ultimate controlling party

The charity is under the control of its legal members.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

This analysis is classsified by conventional nominal descriptions and not by activity.

29 Donations and Legacies

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Donations and gifts from individuals				
Gift Aid refunds	1,385	-	1,385	817
Small donations individually less than £1000	5,277	-	5,277	7,820
Total donations and gifts from individuals	6,662	-	6,662	8,637
Revenue grants & donations from public bodies				
Small grants individually less than £1000	1,617	-	1,617	-
Arts Funding - Leeds City Council - Core funding	7,000	-	7,000	7,000
Leeds City Council - Inspired Funding	-	-	-	1,080
HMRC - Covid Job Retention Scheme	-	7,899	7,899	36,585
Otley Town Council	1,000	-	1,000	3,000
Leeds City Council - Covid Business Support	17,750	-	17,750	43,672
MICE - Local Councillors' Fund	500	-	500	300
Otley Town Partnership	2,000	-	2,000	-
Total public sector revenue grants	29,867	7,899	37,766	91,637
In the prior year, £36,585 was restricted as Job Retention Scheme				
Revenue grants & donations from non public bodies				
Friends of the Courthouse	2,068	-	2,068	-
Institute of Physics - Science festival	3,750	-	3,750	500
Total private sector revenue grants	5,818	-	5,818	500
In the prior year, £500 was restricted.				
Gifts in kind, donated services and facilities				
Leeds City Council - Notional Rent	-	30,000	30,000	30,000
Total donated goods and services	-	30,000	30,000	30,000
In the prior year, the amount of £30,000 was restricted.				
Total Donations and Legacies	A1 42,347	37,899	80,246	130,774

In the prior year, of the total of £130,774 an amount of £36,585 was restricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

30 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	49,376	-	49,376	23,084
Primary purpose trading - Ticket Sales	76,985	-	76,985	4,202
Letting of property for charitable purposes	23,146	-	23,146	5,416
Other Charitable Activities	-	-	-	-
Total Primary purpose and ancillary trading	149,507	-	149,507	32,702

All prior year transactions in this category were unrestricted.

31 Total Income from charitable activities

	Current year Unrestricted Funds £ 2022	Current year Restricted Funds £ 2022	Current year Total Funds £ 2022	Prior Year Total Funds £ 2021
Total donations and legacies	42,347	37,899	80,246	130,774
Total income from charitable trading	149,507	-	149,507	32,702
Total from charitable activities	A2 191,854	37,899	229,753	163,476

In the prior year, of the total of £163,476 an amount of £67,085 was restricted.

32 Income from other, non charitable, trading activities

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Income from fundraising events	1,236	-	1,236	1,067
Total from other activities	A3 1,236	-	1,236	1,067

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

33 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2021
	£	£	£	£
Gross wages and salaries - charitable activities	-	-	-	-
Freelance Fees	-	-	-	-
Development costs of future projects	-	-	-	-
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
Total direct spending	B2a	-	30,000	30,000

In the prior year, an amount of £30,000 was restricted.

34 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2021
	£	£	£	£
Cost of goods for primary purpose trading	81,957	-	81,957	10,389
Marketing and advertising of primary purpose trading	2,816	-	2,816	670
Gross wages and salaries - charitable trading activities	3,230	-	3,230	-
Total charitable trading costs	B2b	88,003	-	11,059

In the prior year all amounts were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

35 Support costs for charitable activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2022	2022	2022	2021
	£	£	£	£
<i>Employee costs not included in direct costs</i>				
Salaries - Administrative staff	56,960	7,899	64,859	66,102
Defined contribution pension cost - admin staff	608	-	608	627
Employers' NI - Administrative staff	-	-	-	-
Training and welfare - staff	100	-	100	360
Travel and subsistence - staff	-	-	-	-
<i>Volunteer costs</i>				
Volunteers' expenses	(52)	-	(52)	-
<i>Premises Expenses</i>				
Rates and water charges	1,767	-	1,767	1,011
Light heat and power	5,370	-	5,370	4,095
Cleaning and waste management	-	-	-	433
Premises repairs, renewals and maintenance	4,860	-	4,860	4,150
Alarm and security costs	-	-	-	-
Property insurance	4,184	-	4,184	3,993
Additional building repairs	4,808	-	4,808	2,354
<i>Administrative overheads</i>				
Telephone, fax and internet	1,910	-	1,910	1,783
Stationery and printing	2,468	-	2,468	1,835
Membership subscriptions	4,033	-	4,033	370
Software licences and expenses	414	-	414	96
Sundry expenses	-	-	-	-
Licences & Permits	360	-	360	-
Diff on opening reserves compared to tb	-	-	-	(720)

Support costs for charitable activities (Continued)

<i>Financial costs</i>				
Bank charges	2,431	-	2,431	1,605
Depreciation & Amortisation in total for the period	35,327	-	35,327	36,903
Support costs	135,700	7,899	143,599	124,997
Total support costs	135,700	7,899	143,599	124,997

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2022 as required by the SORP 2015

36 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Independent Examiner's fees	2,150	-	2,150	2,100
Total Governance costs	2,150	-	2,150	2,100

All prior year transactions in this category were unrestricted.

37 Total Charitable expenditure

		Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Total direct spending	B2a	-	30,000	30,000	30,000
Total charitable trading costs	B2b	88,003	-	88,003	11,059
Total support costs	B2d	135,700	7,899	143,599	124,997
Total Governance costs	B2e	2,150	-	2,150	2,100
Total charitable expenditure	B2	225,853	37,899	263,752	168,156

In the prior year, of the total of £168,156 an amount of £66,585 was restricted.

38 Expenditure on raising funds and costs of investment management

		Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Fundraising Trading costs		68	-	68	143
Total fundraising costs	B1	68	-	68	143

All prior year transactions in this category were unrestricted.

THE COURTHOUSE PROJECT (OTLEY) LIMITED

England & Wales - Charity number 1090877

Accounts

Company Registration Number - 04303404

The Charity Registration Number is :- 1090877

The Courthouse Project (Otley) Limited

Report and Accounts

31 March 2021

The Courthouse Project (Otley) Limited

Report and accounts for the year ended 31 March 2021

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	8
Independent Examiner's Report	10
<i>Funds Statements:-</i>	
Statement of Financial Activities	12
Statement of Financial Activities - Prior Year statement	13
Movements in funds	14
Revenue Funds	14
Fixed Asset funds	14
Income and Expenditure account	16
Summary of funds	15
Balance sheet	17
Notes to the accounts	18

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021

The Trustees present their Report and Accounts for the year ended 31 March 2021, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- The Courthouse Project (Otley) Limited

The charity is also known by its operating name, Otley Courthouse Arts and Resources Centre and Otley Courthouse.

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1090877

Legal structure of the charity

The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

The Governing Document is dated 12 October 2001.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

The principal operating address, telephone number, email and web addresses of the charity are:-

Otley Courthouse
Courthouse Street, Otley
LS21 3AN
Telephone 01943 467216 Email address director@otleycourthouse.org.uk
Web: <http://otleycourthouse.org.uk>

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Trustees in office on the date the report was approved were:-

David Robson - Chair and Treasurer
Hazel Costello – Vice-chair
Gill Leggat - Company Secretary
Keith Seymour
Stephen Baskerville (appointed 31/08/21)
Pam Lamming
Peter Earle

The following persons served as Trustees during the year ended 31 March 2021 :-

The trustees who served as a trustee in the reporting period, were as above, and there were no changes during the year, except that Andrew Dalton resigned as a trustee on 5th June 2020 having held office from the start of the year and that Shelagh Ross was a trustee throughout the year and resigned on 27/09/21.

At the Annual General Meeting three trustees will retire as trustees, but are eligible for reappointment.

All the trustees are also members of the charity.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 12 October 2001. The Charity's objects ("the Objects") as set out in the Memorandum of Association continue to be to promote the benefit of the inhabitants of Otley and surrounding area (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, disability, race or of political, religious or other opinions, by associating together the said inhabitants and voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The main activities undertaken in relation to those purposes during the year.

The principal activity of the company during the year was to provide an arts and resource centre for Otley.

The year from April 2020 to March 2021 was the seventeenth year of the Courthouse's existence as an operating Arts and Resource centre. It was also, of course, the year of the Covid pandemic and the venue was closed to the public for most of the year.

Staffing

We continued with our strong staff team throughout the year, with the exception of our Site Manager who took voluntary redundancy. During the corona-virus lockdowns Staff worked the hours that they needed to in order to keep the venue operating and full use was made of the government's furlough scheme. Board meetings were held online and all staff had the minutes circulated to them to keep them up to date with developments.

Programme of Work

Our normal programme of work was put on hold during lockdowns. What follows is a summary of the very limited programming that we did manage to organise.

Online events: Together with our Small Venue Network Partners we put together the first 'Your Place Comedy' Event on 19th April 2020. We then followed that up with hosting our Courthouse quiz over zoom. Both were very well received and in the end we hosted a total of 9 'Your Place Comedy' events and 8 Quizzes throughout the year.

With help from a Leeds Inspired grant we were also able to host 5x lunchtime recitals streamed to youtube/facebook and our website from the recitalists' homes. The technicalities of this were a steep learning curve and the first couple definitely struggled with weak internet connections, but the experience has developed our ability to record and stream events - which we may well make more use of in the future. The LI funding also enabled us to work with Vickie Orton on some story and crafting sessions that were broadcast in the same way.

Thankfully we were able to open in late summer 2020 for socially distanced events and could let some of our room hirers come back to run their classes.

In this time we worked with Otley Film Society to host 10 films and an event screening. We had our first lunchtime recital back in the Courtroom with Asuka Sumi and hosted a classical concert as well as a double header by the Jon Palmer Band and a Talk with Veronica Bird OBE. We also brought our Designer Craft Fair back in October which not only was oversubscribed in stall holders, but also brought a large number of customers back into the Courthouse (socially distanced of course).

Our Science Cafes had also moved online in September and when the country locked down again in November, we managed to move our week long Science Festival online last minute. It was very successful and saw us host a family show with Marty Jopson, 2 school shows that were streamed to over 25 schools in the area, a Science Café, a Quiz, an evening with Jim Al-Khalili, a Science Lunch and an Evening with Tim Benton. Some online viewers lived much further afield - London and Canada!

Other events that were streamed after November included:

- *McGoldrick, Mc Cusker & Doyle - Christmas at Home
- *Mark Watson: How you can almost win
- *Phil Beer
- *Breabach - Dusgadh
- *A second Science Café
- *Half-term Science Spectacular (with Marty Jopson)

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021

Room hire

Tenants

We were fortunate that our artists' studios and the Maker Space could remain open for single occupancy use - these maintained an important revenue stream.

Weekly room hires

We moved quickly to welcome back room hirers back to the venue whenever government guidance allowed this.

Facilities

We took the opportunity provided by our pandemic closure to make several improvements to the venue:

- * Redecoration throughout
- * Completion of our improved computer network (including offsite server access) and WiFi provision
- * Secondary double glazing in the Art Room
- * Further replacement of lighting with LEDs
- * Installation of our new Box Office system

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity. The charity usually operates to benefit the inhabitants of Otley and surrounding area, uniting individuals and voluntary sector organisations in a common effort to advance education and to provide facilities in the interests for recreation and other leisure-time occupation with the object of improving the conditions of life and giving access to all aspects of the arts, in particular but not exclusively visual arts, music, theatre, dance and literature.

The short term and longer term aims and objectives.

Develop plans - alongside Leeds City Council - to build an extension to the Courthouse to the rear of our current building.
Build the membership and range of activities of Otley Maker Space.
Develop partnerships with local and regional firms and individuals to improve the Courthouse's longer term financial health.
Further develop links with local and regional organizations; develop our audience across a range of arts based activities; further refine our programming to meet local needs; build on our already successful provision of spaces for a range of local needs; ensure that all spaces are fully utilised - either by room hires or tenancies.
Rebuild the activities of the Courthouse after the pandemic.

The charity's strategies for achieving its aims and objectives in the future.

We planned carefully for a switch of our Box Office provider - a move we believe will bring us improved marketing, fundraising and programming opportunities.
Live streaming of events, other screenings, comedy, and classical music are recently introduced programming strands which have proved to be very popular and we have increased the range of events offered over the last year.
We have restarted our plans for an extension to the rear of our current building which will include a large (up to 350 seat) multi-use public venue, and other rooms available for short-term or longer term rent. We met with Arkle Boyce architects and Greenwood Projects to plan out the feasibility study (to RIBA Stage 2). We finalised the Heads of Terms, and began to plan for surveys.
At the same time we are continuing to review provision throughout our current building to ensure, where funds allow, that we are providing users of all kinds with the best possible service.
We are also keen to play a full part in the preparations for Leeds 2023 'Celebration of Culture' plans.

How the activities undertaken during the year contributed to the achievement of the aims and objectives.

Our main aim during the year was to protect the finances of the Courthouse in order to ensure its successful reopening after the pandemic.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021

The contribution of volunteers during the year.

When it became apparent that the pandemic would take longer than originally thought, we came together with Otley Action for Older People, Otley Foodbank and the Town Council to ensure the people of Otley got the help they needed, providing volunteers to do shopping, picking up prescriptions etc. We kept in touch with our large (130+) team of volunteers with a regular newsletter.

The main achievements and performance of the charity during the year.

During the year the income of the Charity was disbursed as shown on the attached Statement of Financial Activities.

Training

Training in the use of the new Box Office system was planned.

Audience Development

We kept in regular touch with our audience members through programming and news updates.

Economic Outputs:-

Local fundraising

Regrettably very little local fundraising could take place during the year, apart from Bring a Book/Pick a Puzzle events which raised a few hundred £s.

Funders

Leeds City Council - arts@leeds £7000

Leeds City Council - Leeds Inspired £1080

Leeds City Council delivered emergency funding / business rates grant £43672

Other local authority funds (eg MICE money) £300

Coronavirus Job Retention Scheme £36585

Other public funding £3000

The difference the charity's performance during the year has made to the beneficiaries of the charity and wider society

The principal aim of the company during the year was to provide an arts and resource centre for Otley and we were pleased to make at least some provision of arts and creative activities as well as some support for the voluntary sector in Otley.

Grant making policies and how these contributed to the achievement of the charity's aims and objectives during the year.

The Courthouse Project (Otley) does not make grants to other organisations.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

Trustees are appointed by the existing board members. Occasional recruitment takes place to identify people who are willing to stand for election as Directors, and can contribute to the Courthouse.

The policies and procedures for the induction and training of trustees.

New and potential Trustees are first invited to become familiar with the Courthouse in day to day operation and then to observe a Board meeting. Once appointed, new Trustees are given an induction pack which includes a history of the project; aims and objectives; equality and diversity and other policy documents. They are also given comprehensive training to enable them to act as a 'house manager' which includes hands on training, all aspects of health and safety and security, shadowing opportunities and written handouts.

Where relevant, Trustees members are also subject to DBS checks.

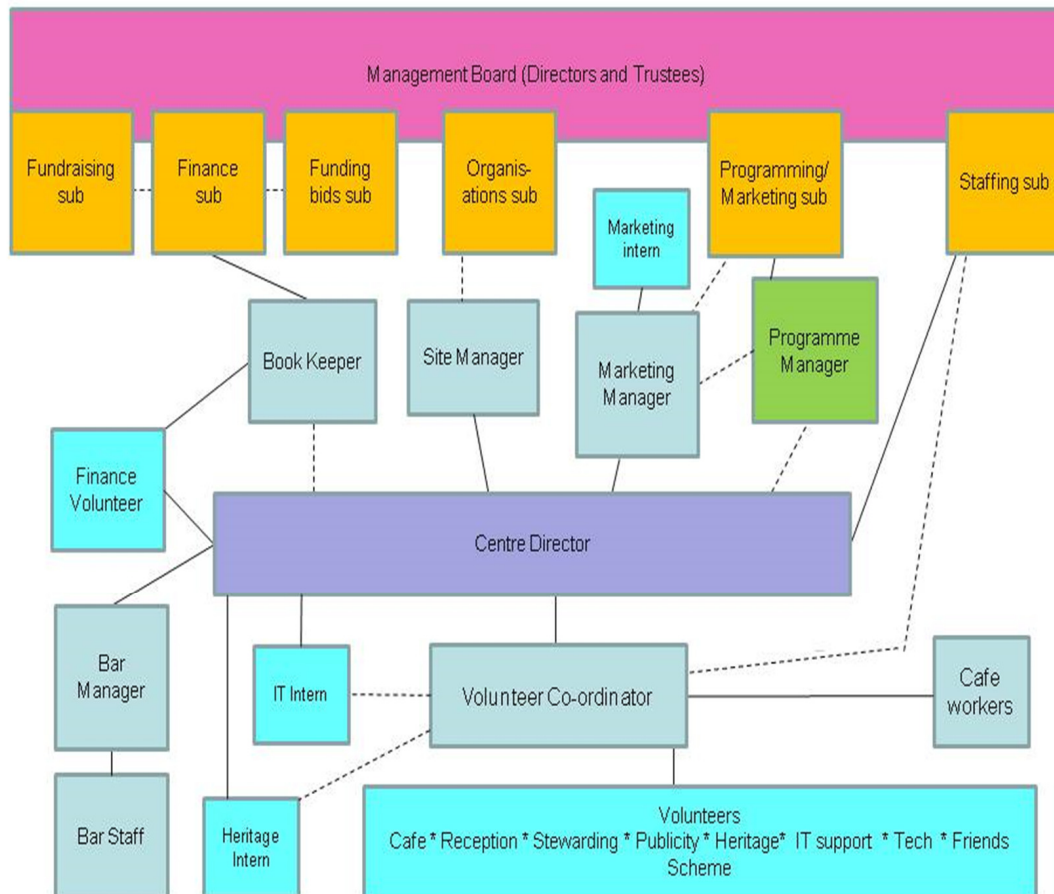
The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021

The charity's organisational structure. This was established in 2014 and remains the current basis of organisation

Otley Courthouse Organisational Structure June 2014



The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021

The Chief Executive Officer and other senior management personnel to whom day to day management is delegated

Centre Manager

- Laura Kox

Volunteers Coordinator

- Jean Crawford

The charity as a part of a wider network.

The building is leased from the LDA under a 25 year lease at nil consideration.

The Courthouse Project have worked closely with, and acknowledge the past and present assistance of, Leeds City Council, Arts Council England Yorkshire, Otley Town Council and the past assistance of the Market Towns Initiative, and Yorkshire Forward, and the Foyle Foundation.

The Courthouse is a key client of arts@leeds - Leeds City Council's arts department - and was pleased to receive an uplift in funding for the 4 years from 2018. The organisation has an excellent relationship with Otley Town Council. Our membership of the Small Venues Network continues. We are also active members of the Leeds 'Donut' of smaller venues which surround the city centre.

Becoming a member of the Music Venues Trust helped us enormously to stay up to date with advice during the pandemic.

The trustees' bank and advisors

Bankers Yorkshire Bank, 10 Kirkgate, Otley, Leeds LS21 3HJ

Financial review

Investment performance against the investment objectives.

The Courthouse Project (Otley) does not invest its funds.

The charity's financial position at the end of the year ended 31 March 2021

The financial position of the charity at 31 March 2021 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2021	2020
	£	£
Net expenditure	(3,756)	(21,170)
Unrestricted Revenue Funds available for the general purposes of the charity	58,504	37,832
Designated Fixed Asset Funds	171,082	173,295
Total Unrestricted Funds	229,586	211,127
Restricted Revenue Funds	500	-
Restricted Fixed Asset Funds	75,946	98,661
Total Restricted Funds	76,446	98,661
Total Funds	306,032	309,788

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021

Financial review of the position at the reporting date, 31 March 2021 .

The trustees consider the financial performance by the charity during the year to have been satisfactory.

The Charity is continuing to take the following steps to further improve performance:-

1. Working hard to maintain, or reduce, all spending targets.
2. Working hard to increase the organisation's income through room hire, box office and bar and cafe sales to enable the organisation to make realistic transfers to reserves on an annual basis.
3. Exploring new possibilities for income generation including new ways of using space within The Courthouse which meet our charitable aims.
4. Using our new Box Office system to further improve our marketing and fundraising.
5. Working with all identified parties, and with all Courthouse users (and potential users) to progress our development plans

Specific changes in fixed assets are detailed in the notes to the accounts.

Policies on reserves.

The Courthouse's policy is to enable it to build and maintain sufficient capital reserves to provide cover for the inevitable fluctuations in revenue income, thus ensuring continuity in the provision of the Centre's services and, in line with Arts Council England recommendations and the practice of other arts and community organisations, to aim to have £60,000 in reserves which represents six month's spending.

The free unrestricted reserves at 31st March 2021 were £58,904. At March 2020 the figure was £37,832

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Risks and uncertainties facing the charity

The Courthouse Project has operated throughout to minimise risks, financial and otherwise, and has at all times taken advice from experts in the relevant field. A comprehensive financial system with safeguards has been established, and the organisation's finances are monitored against targets on a monthly basis and any necessary changes and adjustments made to ensure the organisation's financial security. All areas of the building have been subject to risk assessments and the necessary steps taken to minimize risks identified. The building is fully alarmed and on a Redcare fire prevention system. The organisation recognizes and accepts the vulnerabilities of some volunteers and has support, training and clear systems in place, to ensure that any risks are minimalised and overseen by paid staff.

It continues to be expected that all Courthouse activities are clearly seen as the responsibility of a specified sub-committee. Financial delegation has also been reviewed and financial delegation to sub-committees is clearly framed by our annual budget.

Plans For the Future

Summary of plans for the future and the trustees' perspective of the future direction of the charity.

The Trustees' plans for the next year will continue to be focused on enabling the organisation to survive and thrive at a time of economic uncertainty and to prepare prudently for the continued likelihood of local government cuts and an uncertain recovery from the pandemic. Measures will include careful budgeting and financial monitoring, trimming any unnecessary spending and increased marketing of the evening programme, workshop activities and room hire. Our successful agreement with Leeds City Council to be seen as a 'mid-range' organisation with the accompanying increased funding will help enormously in this respect. The organisation will also be exploring the best ways to further improve our marketing of events and room hire - bringing in new audiences where possible.

Otley Maker Space has been established and looks set to expand on its initial membership income target.

Heads of Terms have been agreed with Leeds City Council about our plans to build a larger performance / event space, plus additional rooms, to the rear of the Courthouse. Project Management / Architecture partners have been identified and discussions about the first stages of a feasibility study have occurred and are now being put into action.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021

Equal opportunities and employment of disabled persons

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff who are, or become, disabled.

Details of The Independent Examiner

Rob Woolley FCCA,CTA
Chartered Certified Accountant
Crown House
York Road
Shiptonthorpe
YO43 3PF

Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and 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 charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

Trustees' Annual Report for the year ended 31 March 2021**Method of preparation of accounts - Small company provisions**

The financial statements are set out on pages 12 to 33.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

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

This report was approved by the board of trustees on 30 November 2021.

DAVID ROBSON
Director and Trustee

The Courthouse Project (Otley) Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2021

I report to the Trustees on my examination of the financial statements of the charitable company on pages 12 to 33 for the year ended 31 March 2021 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP), published by the Charity Commission in England & Wales (CCEW), and under the historical cost convention and the accounting policies set out on page 18.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 8, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

Since the charitable company's gross income exceeded £250,000, the charitable company's examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am an authorised member of Chartered Certified Accountant, which is one of the listed bodies.

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

The Courthouse Project (Otley) Limited

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, (The SORP).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed:-

Rob Woolley FCCA,CTA - Independent Examiner

Chartered Certified Accountant

Crown House

York Road

Shiptonthorpe

YO43 3PF

This report was signed on 30 November 2021

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2021

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2021, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2021 £	2021 £	2021 £	2020 £
Income & Endowments from:					
Donations & Legacies	A1	63,689	67,085	130,774	46,555
Charitable activities	A2	32,702	-	32,702	234,640
Other trading activities	A3	1,067	-	1,067	6,196
Total income	A	97,458	67,085	164,543	287,391
Expenditure on:					
Raising funds	B1	143	-	143	2,168
Charitable activities	B2	101,571	66,585	168,156	306,393
Total expenditure	B	101,714	66,585	168,299	308,561
Net expenditure for the year		(4,256)	500	(3,756)	(21,170)
Net income after transfers	A-B-C	(4,256)	500	(3,756)	(21,170)
Net movement in funds		(4,256)	500	(3,756)	(21,170)
Reconciliation of funds:-	E				
Total funds brought forward		197,607	133,351	330,958	352,518
Total funds carried forward		193,351	133,851	327,202	331,348

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All activities derive from continuing operations

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2021

The Courthouse Project (Otley) Limited - Analysis of prior year total funds, as required by paragraph 4.2 of the SORP

	SORP Ref	Prior Year Unrestricted Funds 2020 £	Prior Year Restricted Funds 2020 £	Prior Year Total Funds 2020 £
Income from:				
Donations & Legacies	A1	9,858	57,530	46,555
Charitable activities	A2	226,192	-	234,640
Other trading activities	A3	7,116	-	6,196
Total income	A	243,166	57,530	287,391
Expenditure on:				
Raising funds	B1	2,354	-	2,168
Charitable activities	B2	274,708	45,194	306,393
Total expenditure	B	277,062	45,194	308,561
Net expenditure for the year		(33,896)	12,336	(21,170)
Transfers between funds	C	35,544	(35,544)	-
Net income after transfers		1,648	(23,208)	(21,170)
Net movement in funds		1,648	(23,208)	(21,170)
Reconciliation of funds:-				
Total funds brought forward	E	197,607	156,559	352,518
Total funds carried forward		199,255	133,351	331,348

All activities derive from continuing operations

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2021

The Courthouse Project (Otley) Limited - Resources applied in the year ended 31 March 2021 towards fixed assets for Charity use:-

	2021 £	2020 £
Funds generated in the year as detailed in the SOFA	(3,756)	(21,170)
Resources applied on functional fixed assets	-	(13,546)
Net resources available to fund charitable activities	(3,756)	(34,716)

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

Movements in revenue and capital funds for the year ended 31 March 2021

Revenue accumulated funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
Accumulated funds brought forward	37,832	-	37,832	22,099
Recognised gains and losses before transfers	(4,256)	500	(3,756)	(21,170)
	33,576	500	34,076	929
(From)/To revenue funds	24,928	-	24,928	36,903
Closing revenue funds	58,504	500	59,004	37,832

Fixed asset funds

	Designated Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
At 1 April	173,295	98,661	271,956	308,859
Transfer (to) revenue funds - depreciation	(2,213)	(22,715)	(24,928)	(36,903)
At 31 March	171,082	75,946	247,028	271,956

The purposes of the transfers to fixed asset funds are described in Note 27 to the accounts and under the accounting policy 'Accounting for capital grants and fixed asset funds'.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2021

Summary of funds	Unrestricted and Designated funds	Restricted Funds	Total Funds	Last Year Total Funds
	2021 £	2021 £	2021 £	2020 £
Revenue accumulated funds	58,504	500	59,004	37,832
Fixed asset funds	171,082	75,946	247,028	271,956
Total funds	229,586	76,446	306,032	309,788

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Statement of Financial Activities for the year ended 31 March 2021

**The Courthouse Project (Otley) Limited
Income and Expenditure Account for the year ended 31 March 2021 as required by the Companies Act 2006**

	2021 £	2020 £
<i>Income</i>		
Income from operations	164,543	287,391
Investment income		
Gross income in the year before exceptional items	164,543	287,391
Gross income in the year including exceptional items	164,543	287,391
<i>Expenditure</i>		
Charitable expenditure, excluding depreciation and amortisation	129,153	267,520
Depreciation and amortisation	36,903	36,903
Fundraising costs	143	2,168
Governance costs	2,100	1,970
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	168,299	308,561
Net income before tax in the financial year	(3,756)	(21,170)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	(3,756)	(21,170)
Retained surplus for the financial year	(3,756)	(21,170)

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited - Balance Sheet as at 31 March 2021

	SORP		2021	2020
	Note Ref		£	£
Fixed assets	A			
Tangible assets	13	A2	247,028	283,934
Current assets	B			
Stocks		B1	-	1,806
Debtors	15	B2	13,062	13,602
Cash at bank and in hand		B4	97,822	46,081
Total current assets			110,884	61,489
Creditors: amounts falling due within one year	17	C1	(51,880)	(35,635)
Net current assets			59,004	25,854
The total net assets of the charity			306,032	309,788
The total net assets of the charity are funded by the funds of the charity, as follows:-				
Restricted funds				
Restricted Revenue Funds	24	D2	500	-
Restricted Fixed Asset Funds	24	D2	75,946	98,661
Restricted Revenue Funds			500	-
Unrestricted Funds				
Unrestricted Revenue Funds	24	D3	58,504	37,832
Designated Funds				
Designated Fixed Asset Funds	24	D3	171,082	173,295
Total charity funds			306,032	309,788

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

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

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 11.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

DAVID ROBSON

Trustee

Approved by the board of trustees on 30 November 2021

The notes attached on pages 18 to 33 form an integral part of these accounts.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2019, and applicable to all accounting periods beginning on or after 1st January 2019, (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice

Measurement and estimation - No material estimates have been made in the preparation of these financial statements, except in relation to the valuation of services and facilities provided in kind.

Going Concern

The charitable activities are entirely dependent on continuing grant aid and voluntary donations as well as trading revenues. As a consequence, the going concern basis is dependent on the future flow of these uncertain funding streams. There is also an unquantified effect that might arise from the COVID Pandemic. Accordingly, the Trustees have obtained forecasts and, after reviewing the financial forecasts for future periods to 31 March 2022, the Trustees are satisfied that, at the time of approving the financial statements, it is appropriate to adopt the going concern basis in preparing the financial statements. Other than these matters, the Trustees are not aware of any material uncertainties about the charity's ability to continue as a going concern.

Risks and future assumptions

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Any grant that is subject to performance-related conditions received in advance of delivering the goods and services required by that condition, or is subject to unmet conditions wholly outside the control of the recipient charity, is accounted for as a liability and shown on the balance sheet as deferred income. Deferred income is released to income in the reporting period in which the performance-related or other conditions that limit recognition are met.

When income from a grant or donation has not been recognised due to the conditions applying to the gift not being wholly within the control of the recipient charity, it is disclosed as a contingent asset if receipt of the grant or donation is probable once those conditions are met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Donated goods, facilities and services

Donated fixed assets are recognised at the current fair value. All such donations are recognised as donation income, and debited to fixed assets.

Services provided in kind, such as the notional rent of buildings, is shown both as notional income and as notional expenditure at an estimated fair market value.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

Allocating costs to activities

Direct costs that are specifically related to an activity are allocated to that activity. Shared direct costs and support costs are apportioned between activities.

The basis for apportionment, which is consistently applied, and proportionate to the circumstances, is :-

Staffing - on the basis of time spent in connection with any particular activity.

Staffing - on a per capita basis, based on the number of people employed within any particular activity.

Premises related costs - on the proportion of floor area occupied by a particular activity.

Non specific support costs - on the basis of the usage of resources, in terms of time taken, capacity used, request made or other measures

Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note 7.

Policies relating to assets, liabilities and provisions and other matters.

Tangible fixed assets

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over estimated useful lives.

Leasehold premises	4 % straight line
Office Equipment	25 % straight line
Fixtures and Fittings and non Office Equipment	25 % reducing balance

In prior periods prior to 2019, depreciation was charged at 20% on a straight line basis on all assets except Leasehold Premises. The depreciation charged on the former basis in the prior year would have been £34,453. On the present basis, an adjustment was required in the prior year of £3,513 to adjust for under depreciation in prior years, resulting in a total depreciation charge in the prior year of £37,966.

Accounting for capital grants and fixed asset funds.

Gifts of tangible fixed assets or grants of a capital nature, given for the purposes of acquiring specific assets to be fully utilised in the furtherance of the objects of the charity, are credited to fixed asset funds after the donated asset has been received or sums have been properly expended on the restricted purpose.

Where the terms of the gift require the charity to hold the asset on an ongoing basis for a specific purpose, then the fixed asset fund so created is categorised as a restricted fixed asset fund, and the relevant restrictions are noted in the fixed asset note 13.

Where the terms of the gift are met once the asset is acquired, so allowing the charity to use the asset on an unrestricted basis, including the right to receive the proceeds of any future sale of the asset on an unrestricted basis, then the fixed asset fund so created is categorised as a designated fixed asset fund.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

Accounting for capital grants and fixed asset funds. (Continued)

When assets are acquired for the furtherance of the charity's objects, utilising the charity's own unrestricted funds, a transfer is made from unrestricted funds to a designated fixed asset fund.

Whether acquired with unrestricted or restricted funds, the asset acquired is initially shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

As the related assets are depreciated, in accordance with the depreciation policy, in order to reflect the diminution in the asset, a transfer is made from the relevant fixed asset funds to either unrestricted or restricted revenue funds, as appropriate to the terms of the original gift, if any.

The effect of this policy is that the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Following the change in accounting policy on depreciation in prior years, a transfer has been made in this year so that in the aggregate of all fixed asset funds shall equate to the net book value of fixed assets.

Stocks and work in progress

Stock is valued at the lower of cost and net realisable value.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Creditors and provisions for liabilities and charges are recognised and measured on a conventional accruals basis when a contractual or other legal liability has been established and can be properly quantified.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Pensions - defined contribution schemes

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal or as implied by law.

2 Liability to taxation

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is only partly recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities to the extent it cannot be recovered. Value Added Tax is excluded from the income shown in these accounts where such tax is accountable to HMRC.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no financial instruments that are relevant to the performance or position of the charity.

5 Net (deficit)/surplus before tax in the financial year

	2021 £	2020 £
The net (deficit)/surplus before tax in the financial year is stated after charging:-		
Depreciation of owned fixed assets	36,903	36,903
Pension costs	627	679

6 Donated goods, services and facilities

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
<i>Included in Legacies and Donations:-</i>				
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
	-	30,000	30,000	30,000

7 The contribution of volunteers

Otley Courthouse has 135 active volunteers. They are an essential part of the organisation and take on a range of roles – receptionists, cafe workers, bar staff, stewards at evening and daytime events, house managing at evening and daytime events, technical support, day to day financial support and redecorating and repair.

8 Staff costs and emoluments

Salary costs	2021 £	2020 £
Gross Salaries excluding trustees and key management personnel	66,102	79,580
Employer's National Insurance for all staff	-	142
Employer's operating costs of defined contribution pension schemes	627	679
Total salaries, wages and related costs	66,729	80,401
Numbers of full time employees or full time equivalents	2021	2020
The average number of total staff employed in the year was	4	4
The average number of part time staff employed in the year was	3	3
The average number of full time staff employed in the year was	1	1
The estimated full time equivalent number of all staff employed in the year was	4	4

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

Staff costs and emoluments (Continued)

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	1	1
Engaged on publicity activities	1	1
Engaged on management and administration	2	2
The estimated full time equivalent number of all staff employed as above	4	4

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

9 Defined contribution pension schemes

The Pension scheme has been set up under the Auto enrolment provisions with NEST Pensions and offered to all employees, and contributions are paid on qualified earnings.

Employers contributions are due of 3% from April 2019 and 5% from April 2020..

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

10 Remuneration and payments to Trustees and persons connected with them and Trustees' expenses

No trustees or persons connected with them received any remuneration or were reimbursed expenses X860 from the charity, or any related entity.

11 Deferred income - Unrestricted and Designated funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Advance Ticket sales	9,397	(9,397)	-	36,861
Total	9,397	(9,397)	-	36,861
			2021	2020
			£	£
These deferrals are included in creditors			36,861	9,397

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

12 Deferred income - Restricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Leeds Inspired	1,394	(1,394)	-	-
Otley Town Council - Science Festival	3,000	(3,000)	-	-
National Lottery Community Fund - for fixed assets	10,000	(10,000)	-	-
Otley Town Council -	580	(580)	-	-
Otley Town Council - Make It Better project	1,500	(1,500)	-	-
Total	16,474	(16,474)	-	-
			2021	2020
			£	£
These deferrals are included in creditors			-	16,474

The deferrals included in creditors relate to funding specified by the funders as relating to specific periods and represent those parts of restricted funds which relate to periods subsequent to the accounting year end and are treated as grants in advance, or, alternatively, where there are conditions which must be fulfilled prior to entitlement or use of the restricted funds by the charity. They also include Advanced Ticket sales.

13 Tangible fixed assets

	Land and Buildings	Plant & Machinery	Furniture, Fixtures & Office Equipment	Total
	£	£	£	£
Cost				
At 1 April 2020	685,322	88,276	62,343	835,941
At 31 March 2021	685,322	88,276	62,343	835,941
Depreciation				
At 1 April 2020	437,516	55,341	59,152	552,009
Charge for the year	27,413	7,261	2,230	36,904
At 31 March 2021	464,929	62,602	61,382	588,913
Net book value				
At 31 March 2021	220,393	25,674	961	247,028
At 31 March 2020	247,806	32,935	3,191	283,932

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

14 Stocks & Work in Progress

	2021 £	2020 £
Stocks before write downs	-	1,806
	<u>-</u>	<u>1,806</u>

Analysis of the carrying value of stocks and work in progress by activities

	Stocks	
	2021 £	2020 £
Activity		
Main charitable activities	-	1,806
	<u>-</u>	<u>1,806</u>

15 Debtors

	2021 £	2020 £
Trade debtors	7,089	12,983
Prepayments and accrued income	203	619
Other debtors	5,770	-
	<u>13,062</u>	<u>13,602</u>

16 Contingent asset

Amounts totalling £941 paid in advance for ticket sales are held in a client account in the charity's favour by a third party ticketing agency and there is a contingent asset for this amount if the events concerned proceed in the subsequent period. These amounts have not been included in the accounts.

17 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	346	1,693
Accruals	14,331	9,365
Payment received on account for contracts or performance related grants	36,861	-
Deferred Income - Unrestricted & designated funds	-	9,315
Deferred Income - Restricted funds	-	16,474
PAYE, NIC VAT and other taxes	342	(1,202)
Other creditors	-	(10)
	<u>51,880</u>	<u>35,635</u>

18 Pension commitments

	2021 £	2020 £
Pension commitments under defined benefit/defined contribution schemes		
within one year	900	576
within two to five years	commitment per annum	900
in over five years	commitment per annum	900
	<u>2,700</u>	<u>1,728</u>

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

19 Financial commitments under operating leases	2021	2020
	£	£
At the year end the charity had annual commitments under non-cancellable operating leases as set out below:		
Operating leases which expire:		
within two to five years - annual commitment	1,660	1,660

20 Contingent liabilities

Amounts totalling £9,314 paid in advance for ticket sales are held in a client account in the charity's favour by a third party ticketing agency and there is a contingent liability to repay this amount if the events concerned did not proceed in the subsequent period. These amounts have not been included in the accounts.

21 Income and Expenditure account summary	2021	2020
	£	£
At 1 April 2020	330,348	351,518
Loss after tax for the year	(3,756)	(21,170)
At 31 March 2021	326,592	330,348

22 Related party transactions

One trustee was paid a sum of £63 to assist with sound and light trechnology at some public events. The trustees considered that these sums were appropriate and that there was no reasonable alternative. There were no other transactions with related parties.

23 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2021	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	-	171,082	75,946	247,028
Current Assets	110,384	-	500	110,884
Current Liabilities	(51,880)	-	-	(51,880)
	58,504	171,082	76,446	306,032
At 1 April 2020	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	-	173,295	98,661	271,956
Current Assets	61,489	-	-	61,489
Current Liabilities	(35,635)	-	-	(35,635)
	25,854	173,295	98,661	297,810

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

24 Change in total funds over the year as shown in Note 23 , analysed by individual funds

	Funds brought forward from 2020	Movement in funds in 2021	Transfers between funds in 2021	Funds carried forward to 2022
	£	See Note 25 £	See Note 26 £	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	37,832	(4,256)	24,928	58,504
Designated Fixed Asset Funds	173,295	-	(2,213)	171,082
Total unrestricted and designated funds	211,127	(4,256)	22,715	229,586
Restricted funds:-				
Restricted Fixed Asset Funds	98,661	-	(22,715)	75,946
Science Festival Fund	-	500		500
Gift in Kind - notional rent	-			-
15th Celebration Fund	-			-
Light Technology Fund	-			-
Total restricted funds	98,661	500	(22,715)	76,446
Total charity funds	309,788	(3,756)	-	306,032

25 Analysis of movements in funds over the year as shown in Note 24

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2021 £	2021 £	2021 £	2021 £
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	97,458	(101,714)	-	(4,256)
Restricted funds:-				
Govt Covid Fund	36,585	(36,585)	-	-
Science Festival Fund	500	-	-	500
Gift in Kind - notional rent	30,000	(30,000)	-	-
	164,543	(168,299)	-	(3,756)

26 Details of transfers between funds in the year as shown in Note 24

The transfers shown in note 24 above are:-

	2021 £
To/(from) Unrestricted Revenue Funds in accordance with the accounting policy 'Accounting for capital grants and fixed asset funds'.	24,928
To/(from) Designated Fixed Asset Funds	(2,213)
To/(from) Restricted Fixed Asset Funds	(22,715)
Net transfers	-

The transfers are all made in compliance with the accounting policy note on the grant funding of assets.

The Courthouse Project (Otley) Limited

Notes to the Accounts for the year ended 31 March 2021

27 The purposes for which the funds as detailed in note 24 are held by the charity are:-

Unrestricted and designated funds:-

Unrestricted Revenue Funds	These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.
Designated Fixed Asset Funds	The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year the fund has been increased by £209 to reflect assets purchased, and reduced by the transfer out of depreciation of £2,422 as explained under accounting policies.

Restricted funds:-

Restricted Fixed Asset Funds	The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'. This year the fund has been increased by £13,336 to reflect a grant received from Arts Council England to replace our sound and lighting equipment and a grant from another donor for £1000. The fund has been reduced by a transfer to revenue funds representing the depreciation charge for the year of £35,544 on assets purchased with restricted funds .
Science Festival Fund	As in previous years Otley Courthouse delivers a week long programme of Science related events (for the public, as well as School Shows) in November. Funding is obtained from a variety of sources. Due to the Covid pandemic, the funds received in this year were carried forward to be spent in the subsequent periods.
Gift in Kind - notional rent	Notional rent for premises provided by Leeds City Council valued at £30,000
Covid Support Grants	These are funds to support the charity donated by HM Government to assist the charity during the Covid pandemic

28 Ultimate controlling party

The charity is under the control of its legal members.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

This analysis is classsified by conventional nominal descriptions and not by activity.

29 Donations and Legacies

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Donations and gifts from individuals				
Gift Aid refunds	-	-	-	487
Small donations individually less than £1000	8,637	-	8,637	3,460
Total donations and gifts from individuals	8,637	-	8,637	3,947

In the prior year, £1,418 was restricted.

Revenue grants & donations from public bodies

Small grants individually less than £1000	-	-	-	300
Arts Funding - Leeds City Council - Core funding	7,000	-	7,000	7,000
Leeds City Council - Inspired Funding	1,080	-	1,080	2,000
HMRC - Covid Job Retention Scheme	-	36,585	36,585	-
Otley Town Council	3,000	-	3,000	695
Leeds City Council - Covid Business Support	43,672	-	43,672	-
MICE - Local Councillors' Fund	300	-	300	-
Total public sector revenue grants	55,052	36,585	91,637	9,995

In the prior year, £2,995 was restricted.

Revenue grants & donations from non public bodies

Friends of the Courthouse	-	-	-	2,113
Institute of Physics	-	500	500	500
Total private sector revenue grants	-	500	500	2,613

In the prior year, £500 was restricted.

Gifts in kind, donated services and facilities

Leeds City Council - Notional Rent	-	30,000	30,000	30,000
Total donated goods and services	-	30,000	30,000	30,000

In the prior year, the amount of £30,000 was restricted.

Total Donations and Legacies	A1	63,689	67,085	130,774	46,555
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In the prior year, of the total of £46,555 an amount of £34,913 was restricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

30 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	23,084	-	23,084	78,956
Primary purpose trading - Ticket Sales	4,202	-	4,202	120,693
Letting of property for charitable purposes	5,416	-	5,416	34,188
Other Charitable Activities	-	-	-	803
Total Primary purpose and ancillary trading	32,702	-	32,702	234,640

All prior year transactions in this category were unrestricted.

31 Total Income from charitable activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	£	£	£	£
	2021	2021	2021	2020
Total donations and legacies	63,689	67,085	130,774	46,555
Total income from charitable trading	32,702	-	32,702	234,640
Total from charitable activities	A2 96,391	67,085	163,476	281,195

In the prior year, of the total of £281,195 an amount of £66,831 was restricted.

32 Income from other, non charitable, trading activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2021	2021	2021	2020
	£	£	£	£
Income from fundraising events	1,067	-	1,067	6,196
Total from other activities	A3 1,067	-	1,067	6,196

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

33 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Gross wages and salaries - charitable activities	-	-	-	4,711
Freelance Fees	-	-	-	3,903
Development costs of future projects	-	-	-	2,500
Gifts in kind, donated services and facilities	-	30,000	30,000	30,000
Total direct spending	B2a -	30,000	30,000	41,114

In the prior year, of the total of £41,114 an amount of £30,000 was restricted.

34 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Cost of goods for primary purpose trading	10,389	-	10,389	112,720
Marketing and advertising of primary purpose trading	670	-	670	4,914
Gross wages and salaries - charitable trading activities	-	-	-	6,531
Total charitable trading costs	B2b 11,059	-	11,059	124,165

In the prior year, of the total of £124,165 an amount of £4,914 was restricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

35 Support costs for charitable activities

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
<i>Employee costs not included in direct costs</i>				
Salaries - Administrative staff	29,517	36,585	66,102	68,338
Defined contribution pension cost - administrative staff	627	-	627	679
Employers' NI - Administrative staff	-	-	-	142
Training and welfare - staff	360	-	360	1,561
Travel and subsistence - staff	-	-	-	63
<i>Volunteer costs</i>				
Volunteers' expenses	-	-	-	840
<i>Premises Expenses</i>				
Rates and water charges	1,011	-	1,011	4,591
Light heat and power	4,095	-	4,095	7,137
Cleaning and waste management	433	-	433	1,514
Premises repairs, renewals and maintenance	4,150	-	4,150	2,078
Alarm and security costs	-	-	-	3,428
Property insurance	3,993	-	3,993	3,895
Premises spare (1)	2,354	-	2,354	-
<i>Administrative overheads</i>				
Telephone, fax and internet	1,783	-	1,783	1,581
Stationery and printing	1,835	-	1,835	3,528
Membership subscriptions	370	-	370	327
Software licences and expenses	96	-	96	899
Sundry expenses	-	-	-	88
Licences & Permits	-	-	-	180
Diff on opening reserves compared to tb	(720)	-	(720)	-

Support costs for charitable activities (Continued)

<i>Financial costs</i>				
Bank charges	1,605	-	1,605	1,372
Depreciation & Amortisation in total for the period	36,903	-	36,903	36,903
Support costs	88,412	36,585	124,997	139,144
Total support costs	88,412	36,585	124,997	139,144

All prior year transactions in this category were unrestricted.

The Courthouse Project (Otley) Limited

Detailed analysis of income and expenditure for the year ended 31 March 2021 as required by the SORP 2015

36 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Independent Examiner's fees	2,100	-	2,100	1,970
Total Governance costs	2,100	-	2,100	1,970

All prior year transactions in this category were unrestricted.

All prior year transactions in this category were unrestricted.

37 Total Charitable expenditure

		Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Total direct spending	B2a	-	30,000	30,000	41,114
Total charitable trading costs	B2b	11,059	-	11,059	124,165
Total support costs	B2d	88,412	36,585	124,997	139,144
Total Governance costs	B2e	2,100	-	2,100	1,970
Total charitable expenditure	B2	101,571	66,585	168,156	306,393

In the prior year, of the total of £306,393 an amount of £34,913 was restricted.

38 Expenditure on raising funds and costs of investment management

		Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Fundraising Trading costs		143	-	143	2,168
Total fundraising costs	B1	143	-	143	2,168

All prior year transactions in this category were unrestricted.