

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

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The Courthouse Project (Otley) Limited

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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.

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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)

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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.

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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.

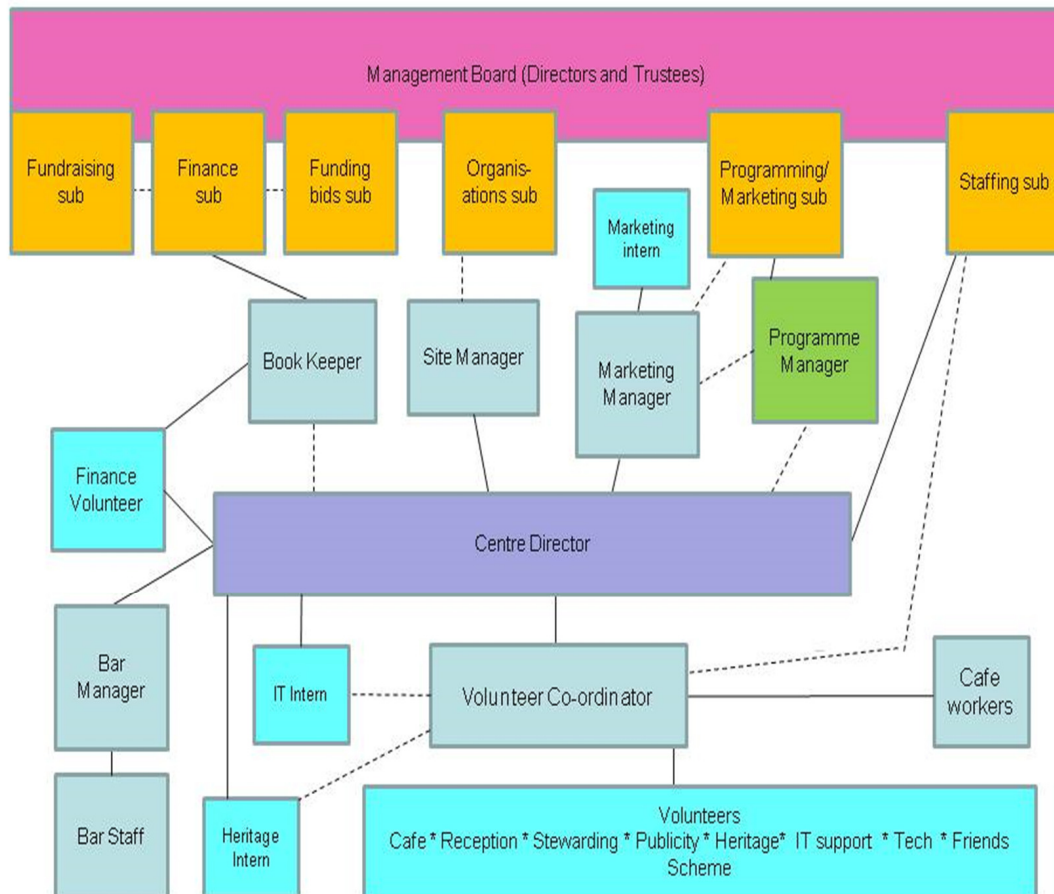
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Trustees' Annual Report for the year ended 31 March 2021

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

Otley Courthouse Organisational Structure June 2014



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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

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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.

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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

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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
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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	<u>1,660</u>	<u>1,660</u>

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	<u>326,592</u>	<u>330,348</u>

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)
	<u>58,504</u>	<u>171,082</u>	<u>76,446</u>	<u>306,032</u>
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)
	<u>25,854</u>	<u>173,295</u>	<u>98,661</u>	<u>297,810</u>

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.