

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.

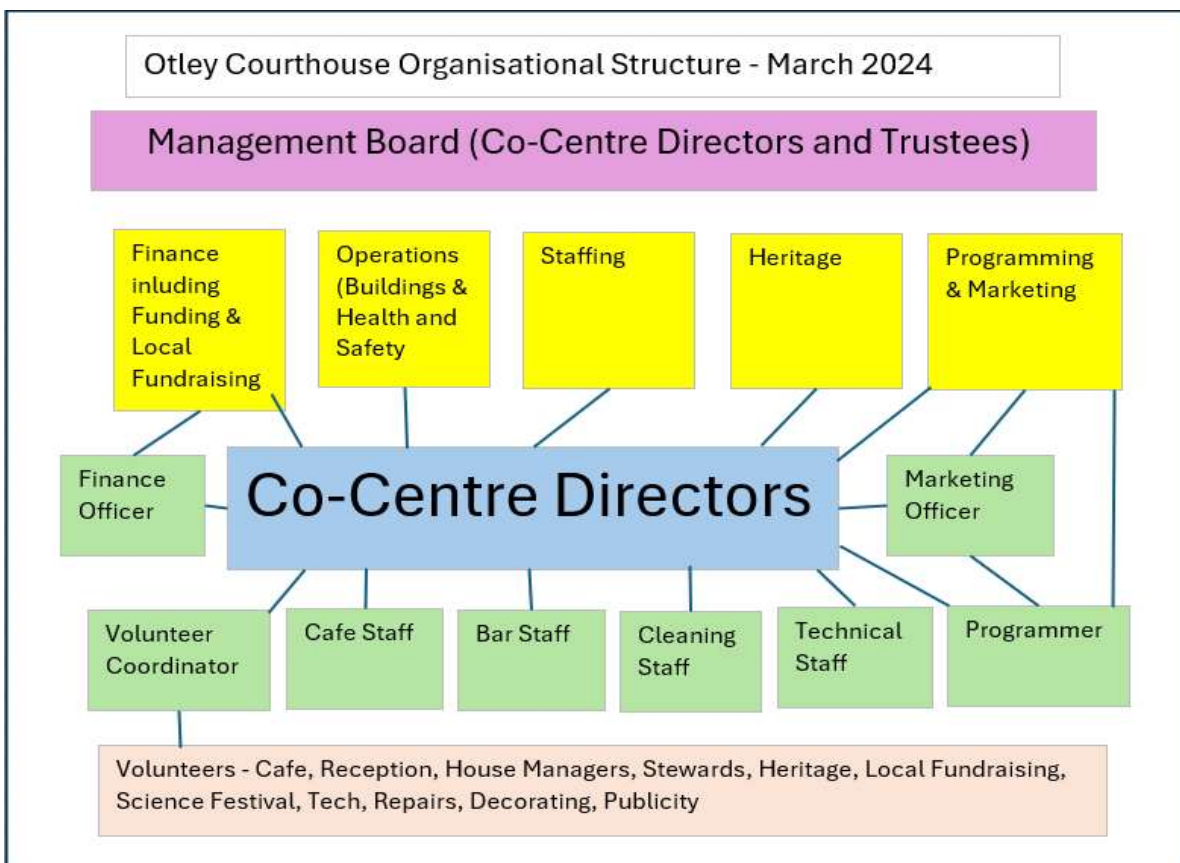
The policies and procedures for the induction and training of trustees.

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	(33,583)	(34,718)

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	33,433	-	33,433	35,107

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	151,641	22,716	174,357	205,552

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

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

All prior year transactions in this category were unrestricted.