

Company Registration Number - 04303404

The Charity Registration Number is :- 1090877

The Courthouse Project (Otley) Limited

Report and Accounts

31 March 2025

# **The Courthouse Project (Otley) Limited**

## **Report and accounts for the year ended 31 March 2025**

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## **The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

### **Trustees' Annual Report for the year ended 31 March 2025**

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

#### **Reference and administrative details**

##### ***The charity name.***

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

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

##### ***The charity's areas operation and UK charitable registration.***

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

##### ***Legal structure of the charity***

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

The Governing Document is dated 2 March 2023.

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

The trustees are all individuals.

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

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

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

## **The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

### **Trustees' Annual Report for the year ended 31 March 2025**

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

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

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

The trustees who served as a trustee in the reporting period

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

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

All the trustees are also members of the charity.

#### **Objects and activities of the charity**

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

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

## **The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

### **Trustees' Annual Report for the year ended 31 March 2025**

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

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

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

#### **Staffing**

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

2 x Centre Directors (job share – 1.2 FTE)

1 x Marketing Specialist

1 x Volunteer Co-ordinator

1x Finance Officer

1 x Programmer

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

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

#### **Programme of Work**

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

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

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

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

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

Our monthly Designer Craft Fairs were well supported.

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

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

Our monthly art exhibitions continue and are well received.

## **The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

### **Trustees' Annual Report for the year ended 31 March 2025**

#### ***Room hire***

#### ***Tenants***

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

#### ***Weekly room hires***

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

#### ***Facilities***

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

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

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

#### ***The short term and longer term aims and objectives.***

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

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

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

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

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

## **The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

### **Trustees' Annual Report for the year ended 31 March 2025**

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

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

#### ***The contribution of volunteers during the year.***

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

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

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

#### **Training**

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

#### **Audience Development**

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

## **The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

### **Trustees' Annual Report for the year ended 31 March 2025**

#### **Economic Outputs**

##### **Local fundraising**

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

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

##### **Funders**

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

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

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

#### **Structure, governance and management of the charity**

##### ***The methods used to recruit and appoint new charity trustees.***

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

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

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

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

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

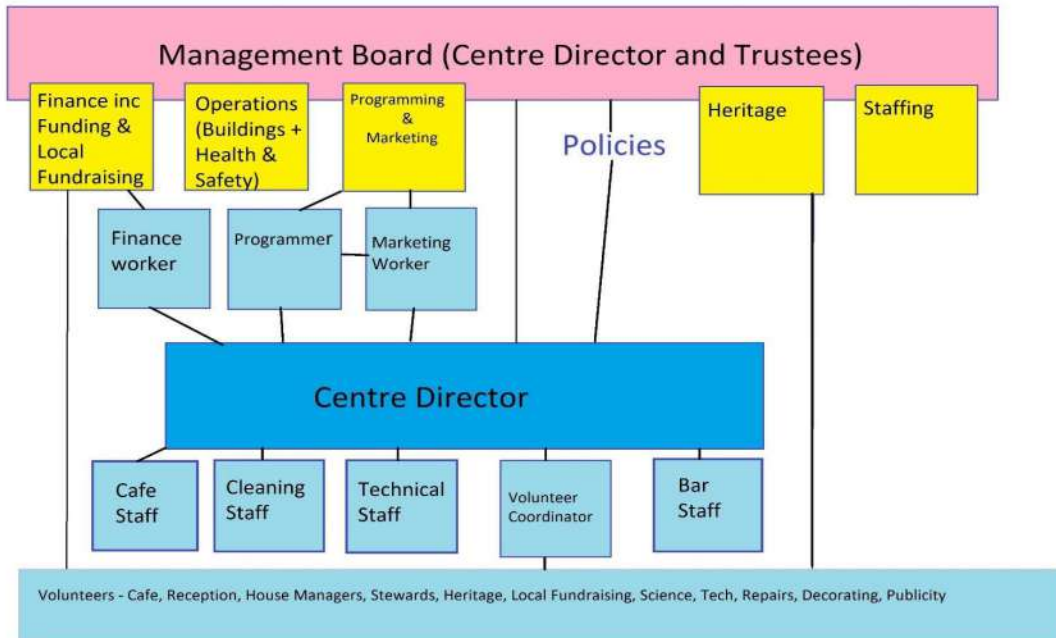


## The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

### Trustees' Annual Report for the year ended 31 March 2025

#### Otley Courthouse Organisational Structure - March 2024



#### Centre Directors

- Laura Barker-Bey
- Abi James

#### Volunteer Coordinator

- Josephine Leung

#### ***The charity as a part of a wider network.***

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

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

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

## The Courthouse Project (Otley) Limited

Company Registration Number - 04303404

### Trustees' Annual Report for the year ended 31 March 2025

#### *The trustees' bank and advisors*

Bankers                      Co-Operative Bank  
                                    The Charity Bank Ltd

#### Financial review

##### *Investment performance against the investment objectives.*

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

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

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

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

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

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

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

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

## **The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

### **Trustees' Annual Report for the year ended 31 March 2025**

#### ***Policies on reserves.***

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

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

#### ***Availability and adequacy of assets of each of the funds***

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

#### ***Risks and uncertainties facing the charity***

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

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

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

Our most immediate uncertainties are:-

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

#### ***Sustainability***

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

#### ***Plans For the Future***

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

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

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

## **The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

### **Trustees' Annual Report for the year ended 31 March 2025**

#### **Equal opportunities and employment of disabled persons**

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

#### **Details of The Independent Examiner**

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

#### **Statement of the Directors' and Trustees' Responsibilities**

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

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

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

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

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

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

**The Courthouse Project (Otley) Limited**

Company Registration Number - 04303404

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

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

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

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

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

Peter Earle  
Director and Trustee

## **The Courthouse Project (Otley) Limited**

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

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

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

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

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

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

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

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

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

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

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

## **The Courthouse Project (Otley) Limited**

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

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

### **Independent Examiner's Statement, Report and Opinion**

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

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

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

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

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

the financial statements do not accord with those records; or

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

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

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

**Signed:-**

Rob Woolley FCCA,CTA - Independent Examiner  
Chartered Certified Accountant

Crown House  
York Road  
Shiptonthorpe  
YO43 3PF

This report was signed on 25 November 2025

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

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

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

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

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

All activities derive from continuing operations

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



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

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

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

**All activities derive from continuing operations**

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

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

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

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

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

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

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

**Revenue accumulated funds**

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

**Fixed asset funds**

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

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

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

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

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

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

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

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

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

All activities derive from continuing operations

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

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

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

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

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

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

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

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

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

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

Lee Wellbrook

Trustee

Approved by the board of trustees on 25 November 2025

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

# The Courthouse Project (Otley) Limited

## Notes to the Accounts for the year ended 31 March 2025

### 1 Accounting policies

#### *Policies relating to the production of the accounts.*

##### **Basis of preparation and accounting convention**

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

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

##### **Going Concern**

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

##### **Risks and future assumptions**

The charity is a public benefit entity.

#### *Policies relating to categories of income and income recognition.*

##### **Nature of income**

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

##### **Categories of Income**

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

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

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

# The Courthouse Project (Otley) Limited

## Notes to the Accounts for the year ended 31 March 2025

### Income recognition

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

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

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

### Accounting for deferred income and income received in advance

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

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

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

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

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

### Donated goods, facilities and services

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

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

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

#### Recognition of liabilities and expenditure

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

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

# The Courthouse Project (Otley) Limited

## Notes to the Accounts for the year ended 31 March 2025

### Allocating costs to activities

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

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

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

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

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

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

### Volunteers

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

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

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

#### *Tangible fixed assets*

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

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

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

#### **Accounting for capital grants and fixed asset funds.**

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

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

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

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



# **The Courthouse Project (Otley) Limited**

## **Notes to the Accounts for the year ended 31 March 2025**

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

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

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

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

### **Stocks and work in progress**

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

### **Debtors**

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

### **Creditors and provisions**

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

### **Financial instruments including cash and bank balances**

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

### **Pensions - defined contribution schemes**

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

### **Fund Accounting**

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

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

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

## **2 Liability to taxation**

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

# The Courthouse Project (Otley) Limited

## Notes to the Accounts for the year ended 31 March 2025

### 3 Winding up or dissolution of the charity

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

### 4 Significance of financial instruments to the charity's position

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

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

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

### 6 Donated goods, services and facilities

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

### 7 The contribution of volunteers

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

### 8 Staff costs and emoluments

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

## The Courthouse Project (Otley) Limited

### Notes to the Accounts for the year ended 31 March 2025

#### Staff costs and emoluments (Continued)

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

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

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

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

#### 9 Defined contribution pension schemes

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

Employers contributions are due of 3% from April 2019.

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

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

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

#### 11 Deferred income - Unrestricted and Designated funds

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

## The Courthouse Project (Otley) Limited

### Notes to the Accounts for the year ended 31 March 2025

#### 12 Deferred income - Restricted funds

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

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

#### 13 Tangible fixed assets

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

# The Courthouse Project (Otley) Limited

## Notes to the Accounts for the year ended 31 March 2025

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

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

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

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

16 Contingent asset	2025	2024
---------------------	------	------

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

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

18 Pension commitments		2025 £	2024 £
Pension commitments under defined benefit/defined contribution schemes			
within one year		1,250	1,200
within two to five years	commitment per annum	1,350	1,600
in over five years	commitment per annum	1,400	1,600
		<u>4,000</u>	<u>4,400</u>

# The Courthouse Project (Otley) Limited

## Notes to the Accounts for the year ended 31 March 2025

### 19 Financial commitments under operating leases

2025  
£

2024  
£

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

Operating leases which expire:

within one year

- 1,660

within two to five years - annual commitment

- -

### 20 Contingent liabilities

There were no contingent liabilities at the year end.

### 21 Income and Expenditure account summary

2025  
£

2024  
£

At 1 April 2024

240,342

273,211

Profit / (Loss) for the year after tax

(23,922)

(32,869)

At 31 March 2025

216,420

240,342

### 22 Related party transactions

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

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

At 31 March 2025

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

At 1 April 2024

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

## The Courthouse Project (Otley) Limited

### Notes to the Accounts for the year ended 31 March 2025

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

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

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

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

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

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

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

## The Courthouse Project (Otley) Limited

### Notes to the Accounts for the year ended 31 March 2025

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

##### **Unrestricted and designated funds:-**

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

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

##### **Restricted funds:-**

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

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

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

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

#### 28 Ultimate controlling party

The charity is under the control of its legal members.



## The Courthouse Project (Otley) Limited

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

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

### 29 Donations and Legacies

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

## The Courthouse Project (Otley) Limited

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

### 30 Income from charitable activities - Trading Activities

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

All prior year transactions in this category were unrestricted.

### 31 Total Income from charitable activities

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

### 32 Income from other, non charitable, trading activities

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

All prior year transactions in this category were unrestricted.

## The Courthouse Project (Otley) Limited

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

### 33 Expenditure on charitable activities - Direct spending

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

### 34 Expenditure on charitable activities - Charitable trading

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

In the prior year all amounts were unrestricted.

## The Courthouse Project (Otley) Limited

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

### 35 Support costs for charitable activities

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

All prior year transactions in this category were unrestricted.

## The Courthouse Project (Otley) Limited

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

### 36 Other Expenditure - Governance costs

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

All prior year transactions in this category were unrestricted.

### 37 Total Charitable expenditure

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

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

### 38 Expenditure on raising funds and costs of investment management

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

All prior year transactions in this category were unrestricted.