

Company Number: 04560531
Registered Charity Number: 1103837

Access Space Network

Annual Report and Unaudited Financial Statements

For the year ended 31st March 2021

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Access Space Network

Legal and administrative information for the year ended 31st March 2021

Registered Charity Number

1103837

Registered Company Number

04560531

Trustees

B Best

G Coleman

M Eggleton

M Hodson

S Palzer Resigned 1/10/2020

Honorary Patrons

R Allan

I Pope

Company Secretary

J Cook

Principal Address

Access Space

Unit 1 Avec Building

3-7 Sidney Street

Sheffield S1 4RG

Bankers

Unity Trust Bank plc

Nine Brindleyplace

Birmingham B1 2HB

Independent Examiner

Stephen Robert Dawson FCA

37 Adelaide Road

Sheffield S7 1SQ

Access Space Network

Director's Annual Report for the year ended 31st March 2021

The Trustees (who are also the directors of the company for the purposes of company law) submit their annual report and the financial statements for the year ended 31st March 2021.

Structure, governance and management

The organisation is a charitable company limited by guarantee, (company number 4560531). It was incorporated on 20th May 2004 and is governed by its Memorandum and Articles of Association dated 11th October 2002, as amended by special resolution dated 27th April 2004. The organisation is a registered charity, number 1103837. Day to day activities of the organisation are delegated by the Board of Trustees to employed key staff.

Charitable objectives and activities

The principle activity of the company in the period under review was that of a registered charity whose principle activities were to promote the benefit of people living or working in the United Kingdom by:

- Advancing the education of the public in information technology
- The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment
- The advancement of the education of the general public by the promotion of the arts

Achievements and performance

The Covid19 pandemic affecting the UK from March 2020 meant that all face-to-face activities at Access Space had to cease, and staff had to work from home, delivering what activity it was feasible to deliver online. We applied successfully for a Sheffield Council Covid Support grant which enabled us to deliver some activity; while some staff costs were supported under the Treasury Furlough scheme from May 2020 but this meant staff were barred from performing many regular work-activities. Board and other meetings took place over Zoom.

Arts Council England (ACE) funding was achieved however, both for an Online Arts Programme and under their Covid Emergency Fund. This brought in sufficient financial resources to keep us going until the end of the calendar year. Equipment was purchased, online videos were produced, and online workshops were delivered.

However in late Autumn 2020 Access Space were given notice to quit the premises in the AVEC Building on Sidney Street where we had been since 2001. This made it necessary to put most of our equipment into storage, with some items lent to other organisations. This was finally achieved by the end of February 2021 despite the Covid Lockdown. Some minimal activity continued on a working-from-home basis. Financial pressures also limited the kind and amount of such activity.

These pressures, together with the loss of premises, made it very difficult to make funding bids and to plan future activity, as well as to find new premises.

The organisation continued to be managed by the employees, with generous support from many volunteers, including the Board members.

Public benefit

The Trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011, and are satisfied that the activities of the organisation are fully in line with that guidance.

Access Space Network

Director's Annual Report (continued) for the year ended 31st March 2021

Plans for the future

Once the Covid pandemic is over the Trustees plan to continue community partnership working as a basis for larger funding bids, and also to develop increased resilience in the face of socio-economic uncertainty. Discussions with Sheffield City Council will continue re. relocation of the organisation, and other potential premises will be investigated.

Financial review

Income from all sources reduced, and costs were controlled; but the organisation was largely dependent on the ACE funding, and individual donors including the Friends of Access Space, with income generation being severely restricted.

The outcomes of funding applications are always unpredictable, but with the loss of premises doubly so, hence planning and budget forecasting continues to be on a short to medium term basis.

The Trustees will continue to work for future development, based on improved self-analysis and strategic evaluation, improved processes in activities, and diversification of public involvement through social media and other digital messaging.

Reserves policy

The policy is to accumulate reserves as and when this is feasible, given the constraints of limited funding and the fact that much of the income is allocated to specific projects, and that the bulk of expenditure is on salaries.

Reserves are held to act as a buffer in the event of the charity suffering an unpredictable crisis of income, to allow emergency responses to be made that would avert any threat of immediate closure, etc.

Access Space Network normally aims to maintain a reserve of £12,000 (based on three months' expenditure). It has not been possible to maintain that this year, and reserves have had to be depleted to cover unpredictable events. When possible additional reserves will continue to be built up by diversifying the income base.

Directors' responsibilities for the financial statements

Company law requires directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

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Directors' Annual Report (continued) for the year ended 31st March 2021

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Approved by the Board of Directors on 23/3/2022 and signed on their behalf by:

A handwritten signature in dark ink, appearing to read 'Mike Hodson', written over a horizontal line.

Print name: Mike Hodson - Chair of Trustees
Director

Independent Examiner's report to the trustees of Access Space Network ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity's trustees (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 accounts to be reached.

Signed: _____



Stephen Robert Dawson FCA

37 Adelaide Road
Sheffield
S7 1SQ

Date: _____

23.3.2022

Access Space Network

Statement of financial activities

(incorporating the income and expenditure account)

For the year ended 31st March 2021

	Notes:	Unrestricted funds £	Restricted funds £	Total 2021 £	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:							
Donations	2	977	0	977	1,550	0	1,550
Charitable activities	3	468	25,110	25,578	5,435	45,250	50,685
		<u>1,445</u>	<u>25,110</u>	<u>26,555</u>	<u>6,985</u>	<u>45,250</u>	<u>52,235</u>
Expenditure on:							
Charitable activities	4	4,704	26,679	31,383	3,339	43,681	47,020
		<u>4,704</u>	<u>26,679</u>	<u>31,383</u>	<u>3,339</u>	<u>43,681</u>	<u>47,020</u>
Net income/(expenditure)		(3,259)	(1,569)	(4,828)	3,646	1,569	5,215
Total funds brought forward		5,397	1,569	6,966	1,751	0	1,751
Total funds carried forward		2,138	0	2,138	5,397	1,569	6,966

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Balance sheet as at 31st March 2021

	Notes	Total 2021 £	Total 2020 £
Current assets			
Debtors	6	0	0
Cash at bank and in hand		2,594	7,867
Total current assets		2,594	7,867
Creditors: amounts falling due within one year	7	(456)	(901)
Net current assets		2,138	6,966
Total assets less current liabilities		2,138	6,966
Creditors: amounts falling due after more than one year		0	0
Total net assets		2,138	6,966
Represented by:			
Funds of the charity			
Unrestricted funds		2,138	5,397
Restricted income funds	8	0	1,569
		2,138	6,966

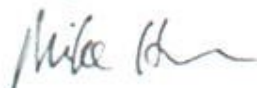
For the year ending 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Directors on 23/3/2022 and signed on their behalf by:



Print name: Mike Hodson - Chair of Trustees
Director:

Access Space Network

Notes to the accounts For the year ending 31st March 2021

1 Accounting policies

(a) General

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) – (Charities SORP (FRS 102)); and the Companies Act 2006. The financial statements have adopted Charities SORP (FRS 102) Bulletin 1, giving exemption from preparing a cashflow statement.

The organisation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value.

(b) Going concern

The directors confirm that the organisation is a going concern on the basis that they anticipate further funding including smaller project funding, along with continued personal donations and sales.

(c) Income

Income is recognised when the organisation has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Investment income is included when receivable.

(d) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(e) Funds

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the funder.

(f) Pensions

An Auto-Enrolment Pension Scheme arranged by NEST is operated. Staff members are automatically enrolled or can opt out of the scheme at their request. The charity's contributions are released to NEST as they are incurred.

(g) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(h) Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

(i) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(j) Funds

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor.

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Notes to the accounts (continued)
For the year ending 31st March 2021

2 Donations

	Unrestricted funds	Restricted funds	Total 2021	Unrestricted funds	Restricted funds	Total 2020
	£	£	£	£	£	£
Donations	977		977	1,550		1,550
	<u>977</u>	<u>0</u>	<u>977</u>	<u>1,550</u>	<u>0</u>	<u>1,550</u>

3 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2021	Unrestricted funds	Restricted funds	Total 2020
	£	£	£	£	£	£
Arts Council England		12,950	12,950		44,550	44,550
Awards For All		9,820	9,820			
Covid grant		2,340	2,340		700	700
Trading income	468		468	5,435		5,435
	<u>468</u>	<u>25,110</u>	<u>25,578</u>	<u>5,435</u>	<u>45,250</u>	<u>50,685</u>

4 Expenditure on charitable activities

	Note	Unrestricted funds	Restricted funds	Total 2021	Unrestricted funds	Restricted funds	Total 2020
		£	£	£	£	£	£
Staff costs	5		19,104	19,104		36,715	36,715
Running costs		2,504	2,340	4,844	1,117	2,910	4,027
Artist fees and direct expenses		1,712	5,235	6,947		4,056	4,056
Consultancy fees					1,600		1,600
Refab (Fablab)		32		32	70		70
Support costs – see below		456		456	552		552
		<u>4,704</u>	<u>26,679</u>	<u>31,383</u>	<u>3,339</u>	<u>43,681</u>	<u>47,020</u>

Support costs

Independent examiner's fee	456		456	552		552
	<u>456</u>	<u>0</u>	<u>456</u>	<u>552</u>	<u>0</u>	<u>552</u>

5 Staff costs

	2021	2020
	£	£
Salaries	18,640	36,221
Employer's Pension Contributions	464	494
	<u>19,104</u>	<u>36,715</u>

No employee received emoluments of more than £50,000

The average monthly number of employees during the year was 2.50 (2020: 2.50)

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Notes to the accounts (continued) For the year ending 31st March 2021

6 Debtors

	2021	2020
	£	£
Trade debtors	0	0
Other debtors	0	0
	<u>0</u>	<u>0</u>

7 Creditors: Amounts falling due within one year

	2021	2020
	£	£
Trade creditors	0	349
Accruals	456	552
	<u>456</u>	<u>901</u>

8 Restricted funds

	Brought forward 01/04/2020	Income	Expenditure	Carried forward 31/03/2021
	£	£	£	£
Arts Council England	1,569	12,950	(14,519)	0
Awards for All		9,820	(9,820)	0
Covid grant		2,340	(2,340)	0
	<u>1,569</u>	<u>25,110</u>	<u>(26,679)</u>	<u>0</u>

Arts Council England

The Arts Council provided the funding towards the arts programme

Awards for All

Awards for All provided grant funding towards creative activities

Covid grant

Sheffield City Council provided government grant funding towards running costs