

**REGISTERED COMPANY NUMBER: 06448490 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1126012**

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**  
**FOR**  
**VIVA ARTS AND COMMUNITY GROUP LIMITED**

Hardcastle Burton (Newmarket) Limited  
Chartered Certified Accountants  
90 High Street  
Newmarket  
Suffolk  
CB8 8FE

# **VIVA ARTS AND COMMUNITY GROUP LIMITED**

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# **VIVA ARTS AND COMMUNITY GROUP LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small charitable companies and with the financial Reporting Standard for Smaller Entities (effective January 2015).

The trustees have had due regard for the guidance published by the Charities Commission on public benefit.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The objectives of the charity are:

To advance the education of children and young adults in the arts of theatre and drama and in so doing provide them with a thorough technical grounding in the craft and associated practices of theatre and the art of acting.

To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

The promotion for the benefit of the public, urban or rural regeneration in areas of social and economic deprivation (and in particular in the parish of Soham) by all or any of the following means:

- a) the advancement of educations, training or re-training, particularly among unemployed people and providing unemployed people with work experience
- b) the maintenance, improvement or provision of public amenities
- c) the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, financial hardship or social or economic circumstances had need of such facilities
- d) or such other means as may from time to time be determined subject to the prior written consent of the Charity Commissioners for England and Wales.

To promote, maintain, improve and advance education by the encouragement of the arts including, without any limitation, the arts of drama, mime, dance, singing and music.

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

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### STRATEGIC REPORT

#### Achievement and performance

##### Charitable activities

Viva provides quality training and performance opportunities, but also uses the arts, culture and heritage to help increase creativity; fuel the imagination; build confidence; widen perspectives; encourage new ways of communicating; combat social exclusion and loneliness; encourage a sense of community; encourage volunteering and inspire and motivate people to learn.

In a normal year the charity works with around 300 young people, over 200 adults and over 300 volunteers. We do not charge high fees or ticket prices or insist on auditions. The ethos is that everyone is welcome and valued. Viva strives to be a totally inclusive organisation of the highest possible artistic quality, and we strive for excellence in all that we deliver. We receive no public subsidy and have always survived by keeping our overheads low and earning our own money and being entrepreneurial, rather than relying on grants. An example of this is our hugely successful charity shop. The shop provides the core funding each year that Viva needs to run. The charity is massively well loved and valued by its community and is a real grass roots organisation run by and for its community having grown from community need.

We continue to have a bursary fund which awards bursaries to anyone who cannot afford the full cost of taking part in our activities, meaning that finance is never a barrier to participating in Viva activities.

We are proud to run for and by local people but have a reputation that far exceeds our size or geographical area.

This year the Corona Virus Pandemic (COVID-19) has continued to close the UK for large parts of the year including all Viva activities and our shop. Therefore during the year, the charity has been unable to run our usual varied programme of events, activities and projects.

It has been financially extremely challenging, however with help from The Arts Council, Power to Change, The National Lottery Heritage Fund, The DCMS, the Government Furlough Scheme and the local Leisure and Retail Grant Scheme we have managed to preserve our staff and our charity once more. The year ahead looks equally as challenging so Viva will need to continue to seek help and continue reviewing the flexibility of funds available for all our charitable activities in general. The trustees continue to seek specialist advice on the VAT impact of changing the way that funds are available in relation to the use of the VAT cultural exemption.

The following projects were able to continue/ be delivered:

**Spencer Mill Project** - In 2018 Viva purchased Spencer Mill in Soham. It was a derelict but historic Mill building. Viva raised the funds to redevelop this building to create a theatre/ community and arts centre for the district, and also provide a permanent home for Viva. Some of the key outcomes of our project will be: new jobs, two annual paid apprenticeships and 50 more Arts Volunteer positions per year; space for at least 20 community organisations annually; space for private hire; a projected increase to Viva's turnover by 150%; a new programme of accessible high quality performances, arts and educational activities, 40 weeks per year; and a contribution of over £1 million pounds into the local economy. Despite the pandemic the work on Spencer Mill has continued, albeit at a slower pace due to shortages in materials and social distancing rules limiting the number of tradesmen on site. We are very grateful to the National Lottery Heritage Fund for providing further support to this project to help Viva cover the extra unexpected costs caused by COVID-19.

**Viva Youth Theatre and Viva Community Theatre Virtual Projects** - Despite COVID-19 these groups have been able to run a virtual choir and stream a virtual cabaret night and a radio play. These projects have all been very successful and helped people to feel less isolated, feel creatively engaged again and boost morale.

**Charity Shop** - We were very relieved to be able to re-open the charity shop for the latter part of the year. It will take time to re-build trade, volunteers and stock levels, but we are confident that we will have a thriving charity shop once again, which is able to contribute vital funds to our charity via its income.

# **VIVA ARTS AND COMMUNITY GROUP LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

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All Together Now - In November of this year we were able to stage our first public performance after a long pause due to COVID - this was an evening of songs from musicals entitled 'All Together Now'. All Together Now was a national initiative and was designed as a celebration and a re-uniting of our community. Viva was also able to use this production as a 'test run' for our new theatre. The production sold out and over 100 of our members were involved in various capacities. It was a wonderful way to bring everyone back together after a very tough time.

Saturday School - We were thrilled to finally be able to launch our open access Viva Theatre Saturday School for young people ages 5 - 16 years. The Saturday School is a key part of our youth engagement strategy for our new theatre. The Saturday School also offers young people the opportunity to gain accredited outcomes for their work via LAMDA.

With COVID restrictions lifting and the possibility of public performances becoming common place again in 2022, we hope for a better and more active year. We also look forward to finally moving into our new theatre and being able to share it with the community at last!

### **Fundraising activities**

The Viva Charity Shop is a traditional charity shop run from the Viva Centre to raise core funds for the charity and its projects. Donations received from the Viva Charity Shop (operated by Viva Community Trading Ltd) amounted to £7,140 this year.

Our volunteer fundraising teams continue to carry out significant local fundraising via a variety events and initiatives. This year we have successfully secured project funding from The Heritage Lottery Fund for our 2 year Village Colleges Project and we have a separate capital fundraising strategy in place to raise the funds needed for The Mill Project.

### **Financial review**

#### **Principal funding sources**

Viva Community Trading Ltd

The Heritage Lottery Fund

### **Investment policy and objectives**

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment.

### **Reserves policy**

The trustees have set a reserves policy that requires the general fund to be maintained at a level that ensures the charity's core activities could continue for a period of approximately 6 months, during a period of unforeseen difficulty. This takes into account the risks associated with each income stream and expenditure being different from that budgeted, the planned activity level and the charity's commitments. To meet the aims of the charity, covering normal expenditure, including the maintenance and repair of the Viva Centre a reserve of £75,000 is preferred.

The Charity had a small deficit on unrestricted funds this year but this is offset by a transfer from the cultural recovery fund. The deficit from unrestricted reserves is £15,136 (Surplus 2020 £241)

The Statement of Financial Activities shows net incoming resources of £913,074 for the period and net outgoing resources of £689,752.

The total reserves at the year-end are £2,435,485. Free unrestricted reserves are £159,018.

### **Spencer Mill**

Further, grants have been received to help with the restoration of Spencer Mill and this has again had the effect of increasing the charity's total income and expenditure significantly this year.

# **VIVA ARTS AND COMMUNITY GROUP LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021**

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### **STRATEGIC REPORT**

#### **Future plans**

The Charity plans to continue to concentrate its work on the arts, and community development. We plan to develop further arts, heritage, learning and community projects in order to meet established needs in the community. We will continue to work towards zero grant dependency and making the charity sustainable in the long term. We are working a major capital campaign to redevelop Spencer Mill in Soham as a permanent home for Viva and arts and community facility for the area.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

Viva Youth Theatre was registered as a charity (Charity Number 1088558) on 24 September 2001 under a Trust Deed. On 27 March 2007, it transferred all its funds into Viva Arts and Community Group (Charity Number 1118566) with a new trust deed that had a wider objects clause than the original trust.

Viva Arts and Community Group Limited was incorporated on 7 December 2007 and registered as a Charity on 23 September 2008. It took over all the assets of the former Charity and commenced operations on 1 February 2009.

#### **Recruitment and appointment of new trustees**

Trustees are selected to represent a range of expertise for the charity drawn from the community the charity operates within. There are trustees representing the town and district Councils, schools, local businesses, the arts, community development as well as trustees with skills in the financial, legal, personnel, charitable and artistic field, as well as parent/member representatives.

No formal training of trustees is given as generally they are already knowledgeable in their field.

#### **Organisational structure**

The board of trustees meets every quarter and are responsible for the strategic direction, financial management and policy of the charity. Day to day management of the youth theatre, all youth and arts and community projects is the responsibility of the Projects Coordinator under the direction of the performances, projects and marketing sub group of the board. Day to day management of the Viva Charity Shop and the Viva Centre is the responsibility of the current appointed Managers under the direction of the finance, human resources and trading sub group of the board. Line management for staff is provided by the Chair, D Schumann. These trustees ensure that the team continues to develop their skills and working practices in line with good practice and follow the policy documents agreed by the board.

The finances of the organisation are overseen by the board and subject to an external Independent Financial Review. Day to day management of the finances is the responsibility of the finance, human resources and trading sub group of the board.

The charity is heavily reliant on the work of many volunteers who cover much of the operation and management of the charity. We are constantly recruiting volunteers and provide a variety of training opportunities and support for our volunteers.

The charity also relies on a variety of donated goods, services, equipment, skills and facilities. We work with a range of individuals and partner organisations in order to achieve and maintain this and we are constantly reviewing ways to mitigate the loss of any of these donated items.

The trustees actively review, on a regular basis, the major risks which the charity faces and believe that maintaining the free reserves at the current levels combined with the annual independent financial review will provide sufficient resources in the event of adverse conditions. The trustees also regularly examine other operational and business risks which they face and confirm that they have established systems to mitigate the risks.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Company number**

06448490 (England and Wales)

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2021

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**Registered Charity number**

1126012

**Registered office**

46 West Street  
Isleham  
Cambridgeshire  
CB7 5SB

**Trustees**

M G Hawes  
Mrs E A Roberts (resigned 6/5/2021)  
D Schumann  
D S Tickner  
Mrs A Bocking  
Ms K Martin  
J Schumann  
Mrs P A Nixon  
M J Judkins  
Mrs A J Bevan  
Mrs H M Hayward  
R J Hobbs  
P E Leonard  
C J F Wood (appointed 17/5/2021)  
Mrs E H Every (appointed 20/7/2021)  
Miss L Stephenson (appointed 28/9/2021)

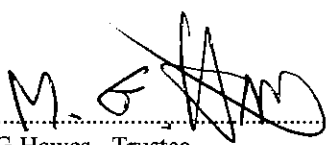
**Company Secretary**

M G Hawes

**Independent Examiner**

J C Stirrat  
FCCA  
Hardcastle Burton (Newmarket) Limited  
Chartered Certified Accountants  
90 High Street  
Newmarket  
Suffolk  
CB8 8FE

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on  
~~21 September 2022~~ and signed on the board's behalf by:

  
M G Hawes - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
VIVA ARTS AND COMMUNITY GROUP LIMITED**

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**Independent examiner's report to the trustees of Viva Arts And Community Group Limited ('the Company')**

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

**Responsibilities and basis of report**

As the charity's trustees of the Company (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**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

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.



J C Stirrat  
FCCA  
Hardcastle Burton (Newmarket) Limited  
Chartered Certified Accountants

Date: 28 September 2022



# VIVA ARTS AND COMMUNITY GROUP LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	36,651	852,374	889,025	860,868
<b>Charitable activities</b>					
Productions and trips		2,316	-	2,316	15,929
Community Projects		818	-	818	875
Other trading activities	3	491	-	491	5,588
Investment income	4	40	-	40	232
Other income		20,384	-	20,384	48,509
<b>Total</b>		<b>60,700</b>	<b>852,374</b>	<b>913,074</b>	<b>932,001</b>
<b>EXPENDITURE ON</b>					
Raising funds	6	-	1,299	1,299	1,644
<b>Charitable activities</b>					
Productions and trips	7	11,264	57,545	68,809	63,315
Restoration of Spencer's Mill		10,123	12,943	23,066	29,413
Community Projects		25,536	41,448	66,984	13,750
Other		28,913	34,251	63,164	26,057
<b>Total</b>		<b>75,836</b>	<b>147,486</b>	<b>223,322</b>	<b>134,179</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(15,136)</b>	<b>704,888</b>	<b>689,752</b>	<b>797,822</b>
<b>Transfers between funds</b>	19	<b>18,138</b>	<b>(18,138)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>3,002</b>	<b>686,750</b>	<b>689,752</b>	<b>797,822</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>156,016</b>	<b>1,589,717</b>	<b>1,745,733</b>	<b>947,911</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>159,018</b>	<b>2,276,467</b>	<b>2,435,485</b>	<b>1,745,733</b>

The notes form part of these financial statements

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## BALANCE SHEET 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	169,083	1,873,563	2,042,646	1,347,382
Investments	14	1	-	1	1
		<u>169,084</u>	<u>1,873,563</u>	<u>2,042,647</u>	<u>1,347,383</u>
<b>CURRENT ASSETS</b>					
Debtors	15	21,510	-	21,510	47,061
Prepayments and accrued income		9,434	-	9,434	5,193
Cash in hand		257,743	402,904	660,647	806,535
		<u>288,687</u>	<u>402,904</u>	<u>691,591</u>	<u>858,789</u>
<b>CREDITORS</b>					
Amounts falling due within one year	16	(19,895)	-	(19,895)	(175,164)
<b>NET CURRENT ASSETS</b>		<u>268,792</u>	<u>402,904</u>	<u>671,696</u>	<u>683,625</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		437,876	2,276,467	2,714,343	2,031,008
<b>CREDITORS</b>					
Amounts falling due after more than one year	17	(278,858)	-	(278,858)	(285,275)
<b>NET ASSETS</b>		<u>159,018</u>	<u>2,276,467</u>	<u>2,435,485</u>	<u>1,745,733</u>
<b>FUNDS</b>	19				
Unrestricted funds				159,018	156,016
Restricted funds				<u>2,276,467</u>	<u>1,589,717</u>
<b>TOTAL FUNDS</b>				<u>2,435,485</u>	<u>1,745,733</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements

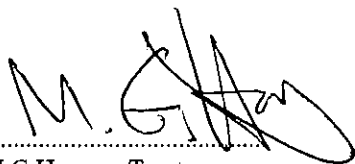
# VIVA ARTS AND COMMUNITY GROUP LIMITED

## BALANCE SHEET - continued 31 DECEMBER 2021

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 21 September 2022 and were signed on its behalf by:



M G Hawes - Trustee

The notes form part of these financial statements

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	623,259	959,327
Interest paid		(11,758)	(14,203)
Adjustment		(18)	-
Net cash provided by operating activities		<u>611,483</u>	<u>945,124</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(750,994)	(893,481)
Interest received		40	232
Net cash used in investing activities		<u>(750,954)</u>	<u>(893,249)</u>
<b>Cash flows from financing activities</b>			
Loan repayments in year		(6,417)	(149,545)
Net cash used in financing activities		<u>(6,417)</u>	<u>(149,545)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>(145,888)</u>	<u>(97,670)</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>806,535</u>	<u>904,205</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>660,647</u></u>	<u><u>806,535</u></u>

The notes form part of these financial statements

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2021

### 1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net income for the reporting period (as per the Statement of Financial Activities)	689,752	797,822
Adjustments for:		
Depreciation charges	55,730	21,862
Interest received	(40)	(232)
Interest paid	11,758	14,203
Decrease/(increase) in debtors	21,310	(30,676)
(Decrease)/increase in creditors	(155,251)	156,348
Net cash provided by operations	<u>623,259</u>	<u>959,327</u>

### 2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/1/21 £	Cash flow £	At 31/12/21 £
<b>Net cash</b>			
Cash at bank and in hand	<u>806,535</u>	<u>(145,888)</u>	<u>660,647</u>
	<u>806,535</u>	<u>(145,888)</u>	<u>660,647</u>
<b>Debt</b>			
Debts falling due within 1 year	(7,600)	-	(7,600)
Debts falling due after 1 year	(285,275)	6,417	(278,858)
	<u>(292,875)</u>	<u>6,417</u>	<u>(286,458)</u>
<b>Total</b>	<u>513,660</u>	<u>(139,471)</u>	<u>374,189</u>

The notes form part of these financial statements

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### **Raising funds**

This comprises the costs associated with attracting voluntary income and the costs of trading through the charity shop.

#### **Charitable activities**

This is the costs incurred by the charity in the deliverance of its activities and services for the benefit of those that use its facilities and attend activities. It includes both directly allocated costs and those of an indirect nature necessary to support them.

#### **Governance costs**

This comprises those costs associated with meeting constitutional and statutory requirements including the Independent Financial Review fee.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold land and buildings	- Straight line over 25 years
Plant & machinery - centre	- Straight line over 4 years
Plant & machinery - trading	- Straight line over 4 years

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 1. ACCOUNTING POLICIES - continued

#### Fund accounting

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds other than that described above. Any proposed transfer between funds would be considered by the trustees on the particular circumstances.

### 2. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Donations	31,958	38,800	70,758	165,881
Grants	2,300	813,574	815,874	676,895
Membership and show fees	(1,045)	-	(1,045)	7,101
Theatre Tax relief	3,438	-	3,438	10,991
	<u>36,651</u>	<u>852,374</u>	<u>889,025</u>	<u>860,868</u>

Grants received, included in the above, are as follows:

	2021 £	2020 £
Other grants	<u>815,874</u>	<u>676,895</u>

### 3. OTHER TRADING ACTIVITIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fundraising events	-	-	-	1,588
Letting of charitable property	-	-	-	3,000
Sales of merchandise	366	-	366	-
Other income	125	-	125	1,000
	<u>491</u>	<u>-</u>	<u>491</u>	<u>5,588</u>

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Deposit account interest	40	-	40	232
	<u>40</u>	<u>-</u>	<u>40</u>	<u>232</u>

### 5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2021 £	2020 £
Ticket and Show Income	Productions and trips	2,316	15,929
Workshops and classes	Community Projects	818	875
		<u>3,134</u>	<u>16,804</u>

### 6. RAISING FUNDS

#### Raising donations and legacies

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fund raising expenses	-	-	-	105
Support costs	-	1,299	1,299	1,539
	<u>-</u>	<u>1,299</u>	<u>1,299</u>	<u>1,644</u>

### 7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Grant funding of activities (see note 8) £	Support costs (see note 9) £	Totals £
Productions and trips	40,110	-	28,699	68,809
Restoration of Spencer's Mill	-	-	23,066	23,066
Community Projects	33,791	22,881	10,312	66,984
	<u>73,901</u>	<u>22,881</u>	<u>62,077</u>	<u>158,859</u>



# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 8. GRANTS PAYABLE

	2021	2020
	£	£
Community Projects	<u>22,881</u>	<u>-</u>

### 9. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Raising donations and legacies	1,299	-	-	1,299
Other resources expended	57,305	610	5,249	63,164
Productions and trips	24,547	1,635	2,517	28,699
Restoration of Spencer's Mill	12,740	10,176	150	23,066
Community Projects	7,589	2,723	-	10,312
	<u>103,480</u>	<u>15,144</u>	<u>7,916</u>	<u>126,540</u>

### 10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	<u>55,730</u>	<u>21,862</u>

### 11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

#### Trustees' expenses

No expenses were paid to trustees in the year.

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 12. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	53,502	24,013
Social security costs	230	444
	<u>53,732</u>	<u>24,457</u>

The average monthly number of employees during the year was as follows:

	2021	2020
Engaged on charitable activities	<u>3</u>	<u>1</u>

No employees received emoluments in excess of £60,000.

### 13. TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Plant & machinery - centre £	Plant & machinery - trading £	Totals £
<b>COST</b>				
At 1 January 2021	1,499,923	14,104	1,019	1,515,046
Additions	581,871	169,123	-	750,994
At 31 December 2021	<u>2,081,794</u>	<u>183,227</u>	<u>1,019</u>	<u>2,266,040</u>
<b>DEPRECIATION</b>				
At 1 January 2021	155,180	11,465	1,019	167,664
Charge for year	19,768	35,962	-	55,730
At 31 December 2021	<u>174,948</u>	<u>47,427</u>	<u>1,019</u>	<u>223,394</u>
<b>NET BOOK VALUE</b>				
At 31 December 2021	<u>1,906,846</u>	<u>135,800</u>	<u>-</u>	<u>2,042,646</u>
At 31 December 2020	<u>1,344,743</u>	<u>2,639</u>	<u>-</u>	<u>1,347,382</u>

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
<b>MARKET VALUE</b>	
At 1 January 2021 and 31 December 2021	<u>1</u>
<b>NET BOOK VALUE</b>	
At 31 December 2021	<u>1</u>
At 31 December 2020	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

#### Viva Community Trading Limited

Registered office: The Viva Centre, 7 Churchgate Street, Soham, Ely, Cambridgeshire CB7 5DS

Nature of business: Sale of donated goods

	% holding	2021 £	2020 £
Class of share:			
Ordinary	100		
Aggregate capital and reserves		<u>45,176</u>	<u>3,829</u>
Profit for the year		<u>41,347</u>	<u>4,115</u>

### 15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Other debtors	3,875	4,101
VAT	<u>17,635</u>	<u>42,960</u>
	<u>21,510</u>	<u>47,061</u>

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other loans (see note 18)	7,600	7,600
Trade creditors	5,163	159,312
Amounts owed to group undertakings	-	18
Social security and other taxes	281	188
Other creditors	-	71
Accruals and deferred income	6,851	7,975
	<u>19,895</u>	<u>175,164</u>

### 17. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Other loans (see note 18)	<u>278,858</u>	<u>285,275</u>

### 18. LOANS

An analysis of the maturity of loans is given below:

	2021	2020
	£	£
Amounts falling due within one year on demand:		
Other loans	<u>7,600</u>	<u>7,600</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Other loans more 5yrs instal	278,858	285,275

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 19. MOVEMENT IN FUNDS

	At 1/1/21 £	Net movement in funds £	Transfers between funds £	At 31/12/21 £
<b>Unrestricted funds</b>				
General fund	92,595	(2,497)	18,920	109,018
Emergency Operating Fund - Designated	50,000	-	-	50,000
Adult Theatre - Designated	-	944	(944)	-
Arts Council Covid grant - designated	2,000	(2,000)	-	-
Power to change Covid grant - designated	11,421	(11,583)	162	-
	156,016	(15,136)	18,138	159,018
<b>Restricted funds</b>				
Edinburgh Bursary Fund	1,100	-	-	1,100
Building Fund	5,676	-	-	5,676
Fixed Asset Fund	179,310	(13,768)	-	165,542
Mill Project	146,096	408,599	(554,695)	-
CLT Project	3,505	-	-	3,505
HLF Cambridgeshire Village Colleges	17,795	(10,017)	(7,778)	-
Nellie-Tuk-Tuk	13,231	(1,415)	-	11,816
Mill Project - Fixed Asset Fund	1,005,732	(3,000)	581,466	1,584,198
Mill Project - CCC Grant	217,272	295,122	(175,662)	336,732
Cultural Recovery	-	33,225	(33,225)	-
Activity Budget - Apprentices	-	(24,617)	24,617	-
Spencer's Drove	-	20,000	-	20,000
Sponsor a Seat Plaques	-	8,756	(8,756)	-
Mill Substation	-	24,481	-	24,481
Fixed Asset Fund - Equipment	-	(32,478)	155,895	123,417
	1,589,717	704,888	(18,138)	2,276,467
<b>TOTAL FUNDS</b>	<b>1,745,733</b>	<b>689,752</b>	<b>-</b>	<b>2,435,485</b>

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 19. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	57,825	(60,322)	(2,497)
Adult Theatre - Designated	2,875	(1,931)	944
Arts Council Covid grant - designated	-	(2,000)	(2,000)
Power to change Covid grant - designated	-	(11,583)	(11,583)
	<u>60,700</u>	<u>(75,836)</u>	<u>(15,136)</u>
<b>Restricted funds</b>			
Fixed Asset Fund	-	(13,768)	(13,768)
Mill Project	422,175	(13,576)	408,599
HLF Cambridgeshire Village Colleges	8,550	(18,567)	(10,017)
Nellie Tuk Tuk	-	(1,415)	(1,415)
Mill Project - Fixed Asset Fund	-	(3,000)	(3,000)
Mill Project - CCC Grant	295,788	(666)	295,122
Cultural Recovery	71,627	(38,402)	33,225
Activity Budget - Apprentices	953	(25,570)	(24,617)
Spencer's Drove	20,000	-	20,000
Sponsor a Seat Plaques	8,800	(44)	8,756
Mill Substation	24,481	-	24,481
Fixed Asset Fund - Equipment	-	(32,478)	(32,478)
	<u>852,374</u>	<u>(147,486)</u>	<u>704,888</u>
<b>TOTAL FUNDS</b>	<u>913,074</u>	<u>(223,322)</u>	<u>689,752</u>

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 19. MOVEMENT IN FUNDS - continued

#### Comparatives for movement in funds

	At 1/1/20 £	Net movement in funds £	Transfers between funds £	At 31/12/20 £
<b>Unrestricted funds</b>				
General fund	86,685	7,710	(1,800)	92,595
Emergency Operating Fund - Designated	50,000	-	-	50,000
Youth Theatre - Designated	-	(1,800)	1,800	-
Mill Project - Designated	3,277	(19,090)	15,813	-
Arts Council Covid grant - designated	-	2,000	-	2,000
Power to change Covid grant - designated	-	11,421	-	11,421
	<u>139,962</u>	<u>241</u>	<u>15,813</u>	<u>156,016</u>
<b>Restricted funds</b>				
Edinburgh Bursary Fund	1,100	-	-	1,100
Building Fund	5,676	-	-	5,676
Fixed Asset Fund	193,078	(13,768)	-	179,310
Mill Project	479,497	575,642	(909,043)	146,096
CLT Project	3,505	-	-	3,505
HLF Cambridgeshire Village Colleges	2,871	14,924	-	17,795
Nellie Tuk Tuk	9,970	3,261	-	13,231
Mill Project - Fixed Asset Fund	112,252	-	893,480	1,005,732
Mill Project - CCC Grant	-	217,522	(250)	217,272
	<u>807,949</u>	<u>797,581</u>	<u>(15,813)</u>	<u>1,589,717</u>
<b>TOTAL FUNDS</b>	<u>947,911</u>	<u>797,822</u>	<u>-</u>	<u>1,745,733</u>

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 19. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	50,975	(43,265)	7,710
Youth Theatre - Designated	19,008	(20,808)	(1,800)
Mill Project - Designated	-	(19,090)	(19,090)
Arts Council Covid grant - designated	21,523	(19,523)	2,000
Power to change Covid grant - designated	17,500	(6,079)	11,421
	<u>109,006</u>	<u>(108,765)</u>	<u>241</u>
<b>Restricted funds</b>			
Fixed Asset Fund	-	(13,768)	(13,768)
Mill Project	575,667	(25)	575,642
HLF Cambridgeshire Village Colleges	26,200	(11,276)	14,924
Nellie Tuk Tuk	3,600	(339)	3,261
Mill Project - CCC Grant	<u>217,528</u>	<u>(6)</u>	<u>217,522</u>
	<u>822,995</u>	<u>(25,414)</u>	<u>797,581</u>
<b>TOTAL FUNDS</b>	<u>932,001</u>	<u>(134,179)</u>	<u>797,822</u>



# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 19. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/1/20 £	Net movement in funds £	Transfers between funds £	At 31/12/21 £
<b>Unrestricted funds</b>				
General fund	86,685	5,213	17,120	109,018
Emergency Operating Fund - Designated	50,000	-	-	50,000
Youth Theatre - Designated	-	(1,800)	1,800	-
Adult Theatre - Designated	-	944	(944)	-
Mill Project - Designated	3,277	(19,090)	15,813	-
Power to change Covid grant - designated	-	(162)	162	-
	<u>139,962</u>	<u>(14,895)</u>	<u>33,951</u>	<u>159,018</u>
<b>Restricted funds</b>				
Edinburgh Bursary Fund	1,100	-	-	1,100
Building Fund	5,676	-	-	5,676
Fixed Asset Fund	193,078	(27,536)	-	165,542
Mill Project	479,497	984,241	(1,463,738)	-
CLT Project	3,505	-	-	3,505
HLF Cambridgeshire Village Colleges	2,871	4,907	(7,778)	-
Nellie Tuk Tuk	9,970	1,846	-	11,816
Mill Project - Fixed Asset Fund	112,252	(3,000)	1,474,946	1,584,198
Mill Project - CCC Grant	-	512,644	(175,912)	336,732
Cultural Recovery	-	33,225	(33,225)	-
Activity Budget - Apprentices	-	(24,617)	24,617	-
Spencer's Drove	-	20,000	-	20,000
Sponsor a Seat Plaques	-	8,756	(8,756)	-
Mill Substation	-	24,481	-	24,481
Fixed Asset Fund - Equipment	-	(32,478)	155,895	123,417
	<u>807,949</u>	<u>1,502,469</u>	<u>(33,951)</u>	<u>2,276,467</u>
<b>TOTAL FUNDS</b>	<u>947,911</u>	<u>1,487,574</u>	<u>-</u>	<u>2,435,485</u>

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021

### 19. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	108,800	(103,587)	5,213
Youth Theatre - Designated	19,008	(20,808)	(1,800)
Adult Theatre - Designated	2,875	(1,931)	944
Mill Project - Designated	-	(19,090)	(19,090)
Arts Council Covid grant - designated	21,523	(21,523)	-
Power to change Covid grant - designated	17,500	(17,662)	(162)
	169,706	(184,601)	(14,895)
<b>Restricted funds</b>			
Fixed Asset Fund	-	(27,536)	(27,536)
Mill Project	997,842	(13,601)	984,241
HLF Cambridgeshire Village Colleges	34,750	(29,843)	4,907
Nellie-Tuk-Tuk	3,600	(1,754)	1,846
Mill Project - Fixed Asset Fund	-	(3,000)	(3,000)
Mill Project - CCC Grant	513,316	(672)	512,644
Cultural Recovery	71,627	(38,402)	33,225
Activity Budget - Apprentices	953	(25,570)	(24,617)
Spencer's Drove	20,000	-	20,000
Sponsor a Seat Plaques	8,800	(44)	8,756
Mill Substation	24,481	-	24,481
Fixed Asset Fund - Equipment	-	(32,478)	(32,478)
	1,675,369	(172,900)	1,502,469
<b>TOTAL FUNDS</b>	<b>1,845,075</b>	<b>(357,501)</b>	<b>1,487,574</b>

#### Fixed Asset Reserve Fund

This reflects the original purchase cost of the building and the cost of refurbishment covered by capital grants received less written off depreciation to date.

#### Building Fund

This was a grant received from Soham Town Council and has been used towards the upkeep of the building and to fund the repairs to the roof last year.

#### Edinburgh Bursary Fund

This is a discretionary fund to be used to support students taking part in the Edinburgh trip.

#### Mill Project (and associated funds)

The purchase (February 2018) and renovation of Spencer's Mill, Soham to transform it into a community arts centre.

#### CLT Project

A project to provide funding to set up a community land trust.

## **VIVA ARTS AND COMMUNITY GROUP LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2021**

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#### **19. MOVEMENT IN FUNDS - continued**

##### **HLF Cambridgeshire Village Colleges**

This is funding for a Cambridgeshire Village Colleges project, celebrating the story of these unique schools which pioneered lifelong learning at the heart of rural communities.

##### **Nellie Tuk Tuk**

Nellie is a Tuk Tuk vehicle run by volunteers to provide transport for older people in and around Soham.

##### **Cultural Recovery**

Grants given to aid cultural recovery following the covid pandemic.

All other restricted income in the year has been spent in the year for that which it was specifically given.

#### **20. RELATED PARTY DISCLOSURES**

MHH Partnership Ltd, a business controlled by the trustee Mr M G Hawes, provides book-keeping services to the Charity amounting to £6,266 (2020: £6,468) in the year ended 31 December 2021. This was provided on commercial terms and an accrual of £350 (2020: £408] was outstanding at the balance sheet date.

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# VIVA ARTS AND COMMUNITY GROUP LIMITED

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 £	2020 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	70,758	165,881
Grants	815,874	676,895
Membership and show fees	(1,045)	7,101
Theatre Tax relief	3,438	10,991
	<u>889,025</u>	<u>860,868</u>
<b>Other trading activities</b>		
Fundraising events	-	1,588
Letting of charitable property	-	3,000
Sales of merchandise	366	-
Other income	125	1,000
	<u>491</u>	<u>5,588</u>
<b>Investment income</b>		
Deposit account interest	40	232
<b>Charitable activities</b>		
Ticket and Show Income	2,316	15,929
Workshops and classes	818	875
	<u>3,134</u>	<u>16,804</u>
<b>Other income</b>		
Covid Grant	20,384	48,509
<b>Total incoming resources</b>	<u>913,074</u>	<u>932,001</u>
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Fund raising expenses	-	105
<b>Charitable activities</b>		
Wages	53,502	24,013
Social security	230	444
Productions costs	12,248	22,430
Carried forward	65,980	46,887

This page does not form part of the statutory financial statements

# VIVA ARTS AND COMMUNITY GROUP LIMITED

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 £	2020 £
<b>Charitable activities</b>		
Brought forward	65,980	46,887
Publicity	2,479	5,014
Sundries	1,021	828
Travel and Subsistence	421	40
Subscription	210	-
Workshops	3,790	3,636
Grants to institutions	22,881	-
	<u>96,782</u>	<u>56,405</u>
<b>Support costs</b>		
<b>Management</b>		
Rent, rates and water	5,531	4,757
Insurance	5,003	4,208
Light and heat	5,797	2,308
Telephone	1,255	1,117
Postage and stationery	3,028	591
Sundries	1,973	349
Website domain and upkeep	8,064	570
Repairs and renewals	3,682	547
Cleaning and licencing	1,621	180
Professional fees	11,796	13,424
Depreciation	55,730	21,862
	<u>103,480</u>	<u>49,913</u>
<b>Finance</b>		
Bank charges	98	2,934
Loan	11,758	14,203
Non recoverable VAT	3,288	2,350
	<u>15,144</u>	<u>19,487</u>
<b>Governance costs</b>		
Independent Examiner Fee	1,650	1,800
Accountancy fees	6,266	6,469
	<u>7,916</u>	<u>8,269</u>
Total resources expended	<u>223,322</u>	<u>134,179</u>
<b>Net income</b>	<u><u>689,752</u></u>	<u><u>797,822</u></u>

This page does not form part of the statutory financial statements