



Community Focus Inclusive Arts
(A Company Limited by Guarantee)

Annual Report & Financial Statements
For The Year Ended 31 March 2023

Company Registration No. 7442636
Registered Charity No. 1139259

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Reference and administrative information

Charity name: Community Focus Inclusive Arts
Charity number: 1139259
Company number: 7442636
Registered office: Friary House, Friary Park, Friary Road, London N20 0NR

Trustees
Stephen Yeo (Chair since 20 April 2022)
Ajaz Ahmed (Treasurer)
Mark Claydon
Christine Grant
Tom Hor
Dr. Oge Ilozue
Phillip Rackham
Eleanor Stokes-Puzone
Hannah Ufland

Key management personnel

John McCafferty (Chief Executive)

Independent Examiner

Pitts & SeeUs, Chartered Accountants and Registered Auditor, Studio 6, 6 Hornsey Street, London N7 8GR

Bankers

HSBC, 789 High Road, North Finchley, London N12 8JX

Solicitors

DLA Piper, 160 Aldersgate Street, Barbican, London EC1A 4HT

"Thank you for all the Community Focus team have done for E. She has gained confidence and social skills because of Community Focus. For this, we will be forever grateful." – Parents of 'E' a Short Breaks student.



(image - In-house student Nicola with her acrylic portrait painting of BLUR singer Damon Albarn, Dec 2022)

Chair's Report

I have chaired the Trustees of Community Focus (CF) since April 2022. During this year the charity has grown stronger: not only internally, as its management and Trustees have learned to work together more effectively; but also externally, as CF has reached out to develop exciting new partnerships with other organisations. We have created, and more importantly maintained, a diverse Board of Trustees who each bring their own unique skillsets, including: not only a student from one of our In-house classes, who represents and speaks for his peers; but also the parent of an In-house student who has previously attended our Short Breaks (10-18yrs) and ARTiculate (16-25yrs) programmes. Many of our Trustees live locally, and so we see ourselves as representatives of a community in Barnet and the surrounding boroughs. These local connections are particularly important: they allow us to maintain strong relationships with the stakeholders who benefit from our services.

Stability and sustainability are key indicators to good performance in the Third Sector and this continuity can only be achieved through regular communication. Our Board of Trustees meets at least four times a year, and individual Trustees support CF's students and staff by participating in events and exhibitions in and around the borough. As Chair, I meet with the Chief Executive on a fortnightly basis to provide advice on specific issues and mentorship more generally. The Board advise the Chief Executive, helping promote clear pathways and processes as CF continues to grow in a positive and progressive direction.

Attending the Winter and Summer exhibitions of our students' work, at Friary House and elsewhere, offers a very tangible and direct way of appreciating not only our beneficiaries' achievements as artists but also how their lives are enriched through their creation of art. They learn many soft skills by participating in our onsite and online arts activities, skills that can be used in daily life and in the workplace – time management, budgeting, communicating, sharing a safe space and socialising with multiple individuals in a series of group environments. CF has done well to secure annual as well as multi-year grants from two large funders that focus in particular on supporting young people with additional needs in education settings and those not in employment or training. Our work with these young people provides them with much needed and effective support as they make the transition to adult life.

Friary House, where CF is based, is a building with rich historical significance. It is also an ageing building, and with age comes uncertainty about the costs of its upkeep. Despite this uncertainty we remain optimistic about Friary House, and believe that it has the potential to serve many more people in the local community. We are conscious that the Borough owns the building and is responsible for structural repairs if and when needed. CF is hopeful that the social benefit we provide (including to many vulnerable children, young people and adults) will increase, together with continued communications with Barnet will help us move forward in developing Friary House as a community hub.

Finally we want to thank all our staff, students, stakeholders and volunteers for their continued support to be able to be creative.

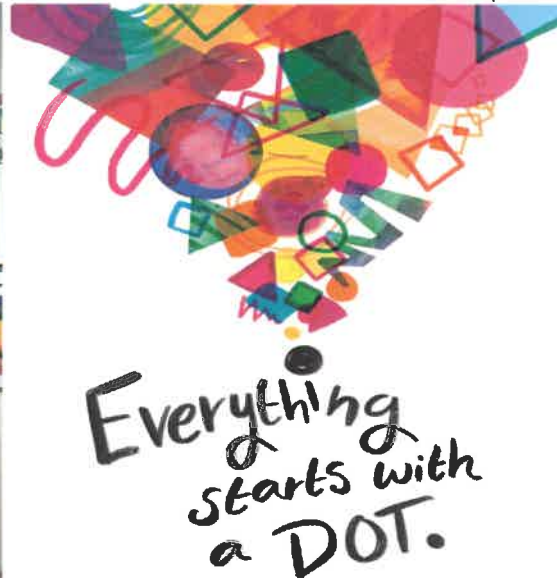
Stephen Yeo,

Chair

On behalf of the Board of Trustees

13 December 2023

CF Students Artwork exhibited in Guangzhou China (Mar 2023) Book launch at UCL Centre for Research in Autism & Education (Jan 2023)



by Oak Lodge Girls Group and Vicky Martin



Queens Jubilee Celebrations – CF student led Parachute activity with beneficiaries from Barnet Asian Womens Association (June 2022)

Community Focus Inclusive Arts Annual Report for the year ended 31 March 2023

Chief Executive's Report

CF is an accessible independent multi-disciplinary arts centre providing arts activities within the London Borough of Barnet and surrounding areas. We continue to offer three main programmes for public benefit: In-house, ARTiculate and Short Breaks. These are suited for a range of 140 individuals with additional needs and disabilities, ranging from children as young as ten years to vulnerable adults in their nineties. I have served as Chief Executive for only four years. Reflecting on all the opportunities CF has provided to its beneficiaries over the past four years reveals more clearly what the charity stands for: creating proactive and productive platforms to help individuals develop positive skillsets, social networks and ambitions or simply attend a safe space to enjoy the company of others through the arts.

This year we were able to purchase ten new iMacs, replacing a mix of old computer equipment in our IT Suite, funding was sourced from Barnet Area Community Committee Infrastructure Levy Fund and the process helped us establish new relationships with ward councillors. So far we have helped over 50 individuals access the internet and create varied artwork through software such as Adobe Illustrator and Garage Band. These are often used by our Comms & Marketing staff to edit images and create leaflets that we print locally plus upload videos to our social media accounts. CF's social media accounts promote and evidence in a positive way the varied artwork our students create, and technology helps us reach many more isolated people in the borough through our weekly free Meditation, Arts social and Friday social Zoom sessions. Over the past year CF has worked in partnership with a number of local schools, Bread N Butter CIC, and in particular Silian Arts and Design gallery who helped us exhibit both in Guangzhou and Shanghai twenty paintings by our In-house students.

We said farewell to one of our ARTiculate project managers, whose position was funded in part by John Lyon's Charity, and we welcomed two new project managers in a shared fulltime position funded by City Bridge Trust. Both funds help to support young people in varied ways. John Lyon's Charity Cultural Capital funding for Arts Organisations helped CF staff and a group of young autistic female students at Oaklodge school to use their life experiences to create their own novel 'Everything Starts with a DOT'. A series of workshops provided tools to help them discuss and develop ideas into a fully-fledged book, which was launched at University College London and is available for purchase through the school and online. City Bridge Trust funding helps provide activities both in the community and schools to learn work skills and strengthen their employment opportunities. We continue to work with the local authority in a positive manner with the aim to come to an agreement on our ongoing arrears, although this has proved to be a protracted process.



John McCafferty
Chief Executive

Trustees' Annual Report for the year ended 31 March 2023

Structure, governance and management

Governing Document

Community Focus Inclusive Arts is a charitable company limited by guarantee, incorporated on 17 November 2010. It was registered as a charity in 1978. The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year-end are described on page 3, Legal and Administrative Information section.

Appointment of trustees

Any changes to the Board of Directors or Trustees are made through majority voting in the Board meetings.

Trustee induction and training

The Board of Trustees receive a Trustee Induction Pack, along with an annual induction regarding the health and safety requirements of our arts centre and are invited to attend various relevant training courses.

Related parties and co-operation with other organisations

None of the trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee and senior management of the charity must be disclosed to the Chairman and Chief Executive.

Pay policy for senior staff

Senior staff (Chief Executive) members are paid in consultation with ACEVO pay policy guidelines.

Risk management

The trustees have examined the major strategic, business, and operational risks, which the charity faces. They confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. The trustees have a risk management strategy, which comprises:

- an annual review of the principal risks and uncertainties that the charity face;
- the establishment of policies, systems, and procedures to mitigate those risks identified in the annual review; and

- the implantation of procedures designed to minimize or manage any potential impact on the charity should those risks materialise.

This work has identified that the financial sustainability is the major financial risk for charity. A key element in the management of financial risk is regular review of available liquid funding to carry our various arrangements, and active management of debtors and creditors balances to ensure sufficient working capital by the charity is maintained.

As part of the overall strategy, attention has been focused on non-financial risks arising from fire, health and safety of staff and associated partners. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place and relatively regular awareness training for staff performed in our premises.

Governance and management

The Board of Trustees administers the charity. They usually meet on a quarterly basis unless otherwise requested further. The Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment, policies, and project related activities. Most staff are self-employed freelancers as many funders will not finance the long-term costs associated with employees. The Board agreed to share responsibility in an acting role fulfilling the position of Chair until a suitable and willing replacement was found with decisions taken at Board level to meet regulatory guidance. The current Chair was elected in April 2022 and as Chair is responsible for presiding over Board meetings and guiding the future direction of the charity. Trustees also review potential new trustees and vote on their suitability; elected trustees are then subject to a DBS and reference checks before being formally invited to join the Board. Our Articles of Association state that three trustees are required for a quorum, and we follow Charity Commission guidelines for advice.

Health and safety

CF managed to run multiple onsite, outreach and online classes for its students by lifting COVID19 restrictions at a pace they were comfortable with, following updated government and NHS guidelines and assigning changes to our project risk assessments. Relevant signage remained visible throughout the building displaying possible symptoms, with advisory best practice for students and staff to minimise risk. Infrared scanners were available for use to all individuals entering the building to check temperatures if needed. National Youth Agency protocol for projects involving our younger students had now turned to green, meaning all restrictions had been lifted.

Objectives and activities

Objectives

The objectives of the charity are to advance the education and aesthetic taste of members of the public with a non-exclusive focus on the inhabitants of the London borough of Barnet and surrounding areas. Providing arts and craft facilities in the interest of social welfare through recreation and leisure activities for individuals who have a need by reason of their age, youth or disability with the object of improving their conditions of life.

Major activities

Community Focus continues its operations as an all-inclusive arts centre and delivers its objectives via three main programmes: In-house, ARTiculate and Short Breaks.

Through the Short Breaks platform, Community Focus offers weekend and holiday arts projects, social activities and day trips in the community to children from 10-18 years of age who have physical and sensory impairments. Short Breaks aims to enrich the lives of these children and provide respite for the children's parents and/or guardians through daytrips and outings, projects and holiday workshops. Community Focus ensures that all essential processes are in place to safely deliver projects in line with the local authority's requirements. This year, 14 activities were provided funded by LBB, John Lyon's Charitable Trust, Souter Trust and Arts council. Helping an annual number of 19 individual students and provided 125 participant places.



ARTiculate provides workshops for 16-25 year olds with additional needs and associated mental health issues, including those with severe educational needs and who are not in education, employment or training (NEET). Many of our ARTiculate students have progressed from our Short Breaks programme and local educational providers. As they move into and through early adulthood ARTiculate helps them to develop their confidence within a friendly, safe and therapeutic environment. ARTiculate helped an annual number of 60 individual students and provided over 300 participant places develop work skills.

The In-house programme delivers to students a varied range of creative classes on a twelve week termly basis.

The programme helps its students to learn or progress in a skill within a safe, happy and

inclusive environment. Students can choose either face to face or online classes. The classes are predominantly, although not exclusively, for adults with learning disabilities and/or additional needs as they also encompass older adults in local care and nursing homes. The online platform was developed as a direct response to the Covid-19 pandemic to keep isolated students and care home residents safely engaged. It has continued beyond the pandemic, offering these students a way of engaging with the CF community, which is especially important for those who experience anxiety in social settings or struggle travelling across the borough. In-house assisted an annual number of 90 individuals and 434 participant places, whilst Arts@Home supported 54 individuals and 232 participant places.

Public benefit and impact

We use therapeutic arts activities as a constant learning tool to help clients progressively achieve positive changes through regular feedback which further helps develop and guide our direction for future activities. Most of our beneficiaries have multiple impairments, including adults with learning disabilities, physical and sensory issues and mental health problems. Our projects take place both indoors and outdoors at Friary House and clients respond positively to the safe and comfortable atmosphere in the grounds of the picturesque Friary Park which greatly benefits their mental health, plus personal and collective wellbeing.



The way forward

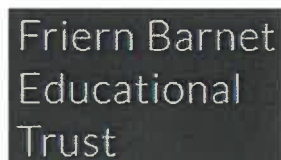
CF has learned to maintain a flexible approach when dealing with uncertainty, so that the charity can quickly mobilise itself to change as and when required. Survival is still our key priority because the long lasting effects of COVID-19 that have stretched our

resources and modified our ways of working. Response times on larger funding applications frequently take many months as emergency funding has diminished so a varied mix of grant bids, donations and a modest increase in fees should assist in maintaining our financial balance and outputs.

We greatly appreciate the varied forms of income our charity receives that helps continue our services and aid the many vulnerable beneficiaries that require our ongoing support. Grants received from Trusts and Foundation play a key role in this process to continue helping others.



Thank you to all of our
fantastic supporters!



Achievements and performance

Financial review

Financial performance

The financial circumstances during the current period continue to show improvement despite a series of challenges. Our financial performance indicates a net surplus of £13,805 (2022: £14,098), for the fourth consecutive year which has been exceptional considering the difficult trading conditions faced by all in recent times. We continue to be indebted to the support of all the donors and contributors who have helped sustain Community Focus.

We aim to build on the strength of current programmes and value generation for our stakeholders and continue to explore corporate sustainability to align with various CF activities going forward.

The balance sheet at the year-end shows net assets of £129,140 (2022: £115,336). The charity is working hard to secure additional funding to further the charitable activities whilst maintaining reserves in accordance with our constitution.

As part of self-sustainability initiatives, revenue streams transitioned, and costs efficiencies were optimised to build a platform for our long-term strategy to provide quality services to our students. Our application to Arts Council Cultural Recovery Fund in 2020 proved to be a major turnaround for the charity, as this success allowed us to strengthen our finances whilst giving us the opportunity to leverage additional prospects for fund raising and scalability of operations.

Reserves policy

It is the policy of the charity to maintain total reserves equivalent to three months of working capital. It is considered that this is sufficient to provide a safety net in the event of unanticipated expenditure. The reserves policy was not complied during the year, trustees undertook several initiatives to ensure compliance consistency and alignment with strategic plan for CF described in the financial review section.

The charity has net assets of £129,140 (2022: £115,336). This was driven largely from the funding obtained during the year which not only sustained operations but allowed CF to maintain its reserves. The charity is continuing to work on number of initiatives including leveraging from current fund sources and expanding base with innovative programs along with building our network to explore growth options to assist corporate world in meeting their Corporate Sustainability ambitions. The charity is also working on cost efficiency initiatives.

LBB are supportive of the Charity and will work with the Charity to ensure that this does not have an adverse effect on the Charity's ability to operate. The reduction of rent and our strategic initiatives will reduce our net liabilities post year-end and we are aiming to ensure a continued net current asset position in 2023/2024. The Trustees, therefore, consider that the going concern assumption is an appropriate basis on which to prepare these financial statements.

Future plans

Our future plans are focussed on two key elements:

1. Increasing unrestricted income
2. Replicating successful programmes

Unrestricted income is critical to the future success and sustainability of Community Focus. Reliance on grant-based income is not compatible with the cuts that may lie ahead in the public sector.

We have become increasingly self-sustainable by proactively securing project-based funding which has helped ensure future delivery. We endeavour to keep our core (in house) costs as low as possible but plan to increase costs in the near future to ensure they are still affordable and in line with our competitors' cost plans.

With regards to replicating our service, we are also considering providing a full day offer of our services. This would help ensure that our clients can arrive at CF in the morning, safe in the knowledge that a creative and action-packed day will await them; capitalising on what we do best at CF – *nurture and create*.

ARTiculate programme is well respected in other London Boroughs, and we are in discussion with community leaders regarding the viability of extending the model outside of Barnet. This would give CF a broader geographical footprint, opening new partnerships and horizons.

"Community Focus has helped me reengage in a creative outlet through acrylic and watercolour painting, this has aided my mental health with a more positive outlook." – Vahid, an In-house student.

Statement of Trustees responsibilities

Independent examination of accounts

The Board decided to take exemption from the statutory audit as the finances of the charity are below required regulatory threshold. The charity obtained an independent examiner's report pursuant to the statutory compliance for the annual report and the financial statements.

Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors of Community Focus Inclusive Arts for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant examination of accounts information and to establish that the independent account is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the Board of Trustees



Stephen Yeo

On Behalf of the Board of Trustees
13 December 2023

"To use your bear voice- strong voice allowing you to speak clearly through drama, new words, learnt and be more confident talking and doing drama, being those characters, learnt more about Kandinsky and his art." – An ARTiculate student in 'Everything Starts with a DOT' workshops at Oaklodge School.

Independent examiner's report to the Trustees of Community Focus Inclusive Arts for the year ended 31 March 2023

I report on the accounts of the CF for the year ended 31 March 2023, which are set out on pages 19 to 29.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of Community Focus Inclusive Arts for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

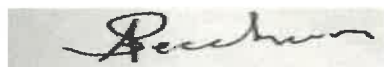
Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
 have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Anil Seechurn (FCCA, ACA, CTA)
Pitts and SeeUs
Chartered Certified Accountants and Registered Auditors

Studio 6
6 Hornsey Street
London
N7 8GR

Dated: 13 December 2023

Statement of Financial Activities for the year ended 31 March 2023

		Unrestricted funds	Restricted funds	Total Funds	Total Funds
	Note	£	£	2023	2022
Income					
Donations & other income	3	6,857	-	6,857	2,484
Generated funds	3	1,500	178,491	179,991	155,126
Charitable activities	4	130,982	-	130,982	95,218
Total income		139,339	178,491	317,830	252,828
Expenditure on charitable activities					
Expenditure on raising funds	5	34,517	13,825	48,342	37,697
Expenditure on charitable activities	5	154,711	100,972	255,683	201,034
Total expenditure		189,228	114,797	304,025	238,731
Net Income/(expenditure) for the year		(49,889)	63,694	13,805	14,097
Reconciliation of funds					
Total funds brought forward	13,14	53,260	62,075	115,335	101,238
Net movement in funds for the year		(49,889)	63,694	13,805	14,097
Total funds carried forward		3,371	125,769	129,140	115,335

The statement of financial activities includes all gains and losses recognized in the year. All income and expenditure derive from continuing activities

Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible assets	8	20,575	7,750
Total Fixed Assets		20,575	7,750
Current Assets			
Debtors	9	121,858	68,674
Cash and cash equivalents		117,360	107,780
Total Current Assets		239,218	176,454
Current Liabilities			
Creditors	10	(112,833)	(51,047)
Total Current Liabilities		(112,833)	(51,047)
Non-Current Liabilities			
Loan	11	(17,820)	(17,820)
Total Non-Current Liabilities		(17,820)	(17,820)
Net Assets		129,140	115,337
Funds			
Unrestricted funds	12	3,371	53,260
Restricted funds	13	125,769	62,075
Net Surplus		129,140	115,335

For the financial year in question, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No member has required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility 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.



Ajaz Ahmed

Treasurer, 13 December 2023

Notes to the Financial Statements for the year ended 31 March 2023

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Basis of preparation

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 1 January 2015) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and Companies Act 2006. Community Focus meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). The trustees have assessed whether the use of the going concern basis is appropriate in preparing these financial statements and have considered possible events or conditions that may cast doubt on the ability of the charity to continue as a going concern. The trustees have made the assessment for a period of at least one year from the date of approval of the financial statements. In particular, Trustees have considered the Charity's forecasts and projections and have taken account of the volatility of charitable income and activity in line of COVID-19 outbreak. After due consideration, the trustees have concluded that there is a reasonable expectation that the charity has adequate reserves to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

b. Income

Income from charitable activities represents the amounts (excluding value added tax) generated from courses and corporate events. Other income includes faculty events and grants. Income is recognised when the Charity 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

c. Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

d. Expenditure

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. Expenditure is classified under the following activity headings:

- Expenditure on raising funds includes the costs incurred in generating fundraising income; and
- Expenditure on charitable activities includes:
 - direct costs of delivering services associated with supply of our services to partners
 - support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the Trusts artistic programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.
 - cost of generating funds, is those incurred in securing new program funding
 - governance costs incurred to cover all associated compliance

e. Fund accounting

The charity holds unrestricted and restricted funds. The unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Trustees in furtherance of the general charitable objectives. The restricted funds are funds that are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for specific purpose. The cost of raising and administering such funds is charged against the specific fund.

f. Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical cost, net of depreciation and any provision for impairment. Depreciation is provided at the annual rate to write off each asset over its expected useful life with straight-line method at 25%.

g. Cash

Cash at bank and cash in hand includes any short-term highly liquid investment with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

h. Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognized at transaction value and subsequently measured at their settlement value.

i. Leases

The charity classifies the lease of printing as operating leases; the title to the equipment remains with the lessor and the equipment is replaced every 3 years whilst the economic life of such equipment is normally 5 years. Rental charges are charged on a straight-line basis over the term of the lease.

j. Pension/Benefit to employees

The charity operates a defined contribution scheme, which deduct agreed deductions from monthly payroll.

k. Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

l. Creditors and provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2. Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the events of the charity being wound up, at any time before, and in expectation of, the winding up or dissolution of the Charity, the Trustees may resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on the dissolution or winding up of the Charity be applied or transferred in (a) for purposes similar to the objects of the Charity; or (b) for use for particular purposes that fall within the objects of the Charity. In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity. If no resolution is passed in accordance with the above, the net assets of the Charity shall be applied for such purposes regarded as charitable under the law of every part of the UK as are directed by the Charity Commission.

3. Analysis of activities for generating funds

	Unrestricted	Restricted	2023	2022
	£	£	£	£
Donations and other income	6,857	-	6,857	2,484
Albert Hunt	-	-	-	1,000
Arts Council	-	-	-	61,750
Bailey Thomas	-	-	-	4,000
Barchester Charitable Foundation	-	365	365	-
Citybridge Trust	-	99,700	99,700	-
Clothworkers Foundation	-	-	-	3,500
Community Barnet	-	-	-	4,914
Friern Barnet Educational Trust	-	2,000	2,000	1,250
Garfield Western Trust	-	-	-	10,000
John Lyons Foundation	-	32,900	32,900	31,800
LB Barnet	-	20,246	20,246	17,898
London Community	-	9,999	9,999	9,999
National Foundation	-	-	-	480
Souter Charitable Trust	-	4,000	4,000	4,000
Thomas Wall Trust	-	-	-	3,535
Woodroffe Benton Trust	1,500	-	1,500	-
Young Barnet Foundsport	-	9,281	9,281	1,000
	1,500	178,491	179,991	155,126

4. Analysis of income from charitable activities

	Unrestricted	Restricted	2023	2022
	£	£	£	£
LB Barnet - Short Breaks	12,556	-	12,556	6,950
Fees and subscriptions	118,426	-	118,426	88,268
	130,982	-	130,982	95,218

5. Analysis of expenditure of management and administration

	Unrestricted £	Restricted £	2023 £	2022 £
Expenditure on raising funds				
Salaries and wages	8,827	3,000	11,827	6,127
Direct fundraising costs	12,380	5,027	17,407	16,505
Other support costs	13,310	5,798	19,108	15,065
Total	34,517	13,825	48,342	37,697
Expenditure on charitable activities				
Salaries and wages	7,222	1,200	8,422	11,132
Direct fundraising costs	94,250	76,579	170,829	144,706
Other support costs	53,239	23,193	76,432	45,196
Total	154,711	100,972	255,683	201,034

6. Net expenditures for the year

<i>Net expenditure is stated after charging:</i>	£	£
Depreciation of owned assets	2,483	250
Fees payable for independent examination of annual report	1,500	2,000
	3,983	2,250

7. Analysis of staff costs, trustee remuneration and the cost of key management personnel

The average number of staff employed was 1 (2022: 1). The key management personnel consist of 1.

	2023 £	2022 £
Salaries and wages (note 5)	20,250	17,259
Social security costs	-	-
	20,250	17,259

8. Tangible fixed assets

	Leasehold £	IT equipment £	Total £
Cost			
At 1 April 2023	10,000	-	10,000
Additions	-	15,308	15,308
At 31 March 2023	10,000	15,308	25,308
Depreciation			
At 1 April 2023	2,250	-	2,250
Charge for the year	250	2,233	2,483
At 31 March 2023	2,500	2,233	4,733
Net book value			
At 31 March 2023	7,500	13,075	20,575
At 31 March 2022	7,750	-	7,750

9. Debtors

	2023 £	2022 £
Trade debtors	119,431	66,443
Prepayments	2,427	2,231
	121,858	68,674

10. Cash and cash equivalents

	2023 £	2022 £
Current account	81,172	71,739
Reserve account	35,549	34,500
Cash	639	640
Total	117,360	106,879

11. Creditors

	£	£
Trade creditors	14,026	4,323
Other creditors and accruals	98,807	46,725
Total	112,833	51,048

Other creditors and accruals include the provision for service charge and rent arrears on premises.

12. Loan

	2023	2022
	£	£
J McCafferty	10,000	10,000
P Soave	7,820	7,820
	<u>17,820</u>	<u>17,820</u>

A loan facility was provided on an interest-free basis repayable in 36 months. Repayment is anticipated by September 2024.

13. Movement of unrestricted funds

	2023
	£
As at 1 April 2022	53,260
Income from donations and other income (note 3)	6,857
Income from generating funds (note 3)	1,500
Income from charitable activities (note 4)	<u>130,982</u>
	192,599
Expenditure on management and administration (note 5)	<u>189,228</u>
As at 31 March 2023	3,371

14. Movement of restricted funds

	Balance at 1 Apr 2022 £	Incoming resources (note 3) £	Resources expended (note 5) £	Balance at 31 Mar 2023 £
Arts Council (a)	24,722	-	23,612	1,110
Barchester Charitable Foundation (b)	-	365	-	365
City Bridge Trust (c.)	-	99,700	24,924	74,776
D'Oryle Charitable Trust (d)	3,000	-	3,000	-
Friern Barnet Educational Trust (e).	-	2,000	2,000	-
John Lyons Foundation (f)	15,400	32,900	25,800	22,500
LB Barnet (g)	8,954	20,246	16,181	13,019
London Community (h)	9,999	9,999	9,999	9,999
Souter Charitable Trust (i)	-	4,000	-	4,000
Young Barnet Foundsport (j)	-	9,281	9,281	-
	62,075	178,491	114,797	125,769

a) Emergency funding made specifically to sustain the operations of CF during the COVID pandemic

b) Funding specific for Short-breaks projects and workshops

c) Funding specific for the ARTiculate programme

d) Funding specific for enabling vulnerable persons

e) Funding specific towards the CF Winter Exhibition

f) Funding specific for the ARTiculate programme

g) Funding for specific in-house and Short-Breaks projects and also for refurbishment of the In-house IT suite. This has been expended in full however in compliance with Charity SORP, the cost of the IT suite is being depreciated over 4 years.

h) Funding for specific in-house workshops

i) Funding for specific Short-Breaks workshops and projects

j) Funding specific for the ARTiculate programme.

15. Analysis of net debt between funds

	Unrestricted £	Restricted £	Total £
Tangible assets (note 8)	20,575	-	20,575
Cash and cash equivalents	4,610	112,750	117,360
Other net current liabilities	(9,025)		(9,025)
Total	16,160	112,750	128,910

16. Financial commitment

The charity has no current borrowings or investments. Financial commitments of the Charity extend only to the operating lease of the building premises which will expire in 20 years. Total future minimum lease payments under non-cancellable operating leases:

	2023	2022
	£	£
Total lease commitment	99,210	99,210

With effect from January 2020, the charity was faced with an increased annual building lease commitment which is subject to 5 years break by either party. No payments were made during the current accounting period due to ongoing negotiations with LB Barnet.

17. Related party transactions

No trustee received payment for professional or other services supplied to the charity during the year (2022: £nil). The charity's finance manager is related to the treasurer and is a qualified Chartered Accountant who charges significantly less than the market rate to the charity for business support services. Total charges by the charity for the finance managerial services provided were £6003 (2022: £6000).