

WEST YORKSHIRE PRINT WORKSHOP
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

WEST YORKSHIRE PRINT WORKSHOP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Hannah Kayi Mason (Chair)
Dr Thomas Ratcliffe (Treasurer)
Miss Helaina Sharpley
Ms Clare Grace
Rowan Bailey

Charity number 1147601

Company number 07429968

Registered office

75A Huddersfield Road
Mirfield
West Yorkshire
WF14 8AT

Independent examiner

TaxAssist Accountants
1st Floor, Midland House
77 Huddersfield Road
Mirfield
West Yorkshire
WF14 8BL

WEST YORKSHIRE PRINT WORKSHOP

CONTENTS

	Page
Trustees' report	1
Independent examiners' report	2
Statement of financial activities	3 - 4
Balance sheet	5
Notes to the accounts	6 - 8

WEST YORKSHIRE PRINT WORKSHOP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report and accounts for the year ended 31 March 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is governed by a constitution adopted on 3 July 1990, amended February 1992 and April 2004.

The directors who served during the year were:

Hannah Mason
Clare Fletcher
Miss Helaina Sharpley
Mr Ian Wrench (resigned 9 December 2021)

The trustees and directors of the charity are appointed by the members at the AGM.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The Charity's Objects

To raise and maintain its profile as a centre for excellence in the art of printmaking and associated disciplines by promoting, maintaining and advancing knowledge and appreciation of the arts by all means available to it.

The Charity's Main Activities

The provision of printmaking facilities for artists plus subsidised studios and other artists support eg members exhibitions.

The provision of arts activities for the local community - fairs, childrens workshops etc.

Public Benefit Statement

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commissions guidance on public benefit and fee charging. The centre relies on grants and the income from studio and event fees to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of the centre for those with low incomes.

On behalf of the board of trustees



Hannah Mason (Chair)

Trustee

Date:24/11/22.....

WEST YORKSHIRE PRINT WORKSHOP

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WEST YORKSHIRE PRINT WORKSHOP

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 3 to 9.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of West Yorkshire Print Workshop 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:

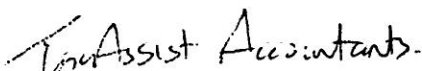
- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

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 statement below.

Independent examiner's statement

- (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;
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



TaxAssist Accountants

1st Floor, Midland House
77 Huddersfield Road
Mirfield
West Yorkshire
WF14 8AB

Dated: 24/11/2022

WEST YORKSHIRE PRINT WORKSHOP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<u>Incoming resources from generated funds</u>					
Grants	2	59,366	31,335	90,701	142,324
Covid-19 Furlough Grants		592		592	15,547
Matched funding – Co-op		-		-	4,000
Gallery / exhibition income		9,612		9,612	5,893
Rental income		12,304		12,304	10,785
Course fees, membership fees & shop sales		19,700		19,700	4,244
Workshop hire		7,286		7,286	4,125
Outreach income		30		30	898
Digital activities		6,005		6,005	2,778
Keyholder fees		372		372	155
Donations		2,554		2,554	4,763
Organisational Income		8,005		8,005	-
20 20 Income		132		132	-
Miscellaneous income		59		59	378
Bank interest		5		5	53
Total incoming resources		126,022	31,335	157,357	195,943
<u>Resources expended</u>					
Wages, salaries & NI		80,951	477	81,428	71,914
Cost of materials sales		1,509		1,509	2,033
Course costs		7,738		7,738	1,698
Exhibition costs		668	113	781	1,215
Outreach costs		60	35,335	35,395	3,560
Digital activities costs		3,559	2,275	5,834	6,766
Freelance workers		1,200	6,600	7,800	22,221
Advertising and publicity		35		35	125
Print room costs		1,763		1,763	2,256
Staff pensions		1,304		1,304	3,186
Rent & rates		4,954		4,954	4,546
Insurance		2,929		2,929	1,005
Light and heat		5,802		5,802	5,377
Repairs, maintenance & equipment		8,400		8,400	5,099
Postage and stationery		2,194		2,194	1,598
Telephone and fax		632		632	353
Housekeeping		720	3,600	4,320	1,096
Travelling expenses		312	11	323	111
Waste disposal		692		692	486
Legal and professional		925		925	937
Artists fees		3,957		3,957	3,773
Refreshments		38		38	-
Staff training		626		626	372
Sundry expenses		108		108	257
20:20 expenses		132		132	-
Subscriptions		418		418	515

WEST YORKSHIRE PRINT WORKSHOP

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

ICT & Website costs	9,007	1,713	10,720	15,570
Bank and card payment charges	1,295		1,295	801
Total resources expended	141,928	50,124	192,052	156,870
Net movement in funds	(15,906)	(18,789)	(34,695)	39,073
Reallocation from Restricted to General funds	26,382	(26,382)	-	-
Fund balances at 1 April 2021	31,822	45,171	76,993	37,920
Fund balances at 31 March 2022	42,298	-	42,298	76,993

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WEST YORKSHIRE PRINT WORKSHOP

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Stocks		2,494		1,780	
Debtors	6	728		609	
Cash at bank and in hand		72,568		100,324	
		<u>75,790</u>		<u>102,713</u>	
Creditors: amounts falling due within one year	7	<u>(33,492)</u>		<u>(25,720)</u>	
Total assets less current liabilities			<u>42,298</u>		<u>76,993</u>
Income funds					
Restricted funds			-		45,171
Unrestricted funds			<u>42,298</u>		<u>31,822</u>
			<u>42,298</u>		<u>76,993</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 08/12/22



Hannah Mason (Chair)
Trustee

Company Registration No. 07429968

WEST YORKSHIRE PRINT WORKSHOP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Grants and donations are only included in the Statement of Financial Affairs when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

All incoming resources are only included in the Statement of Financial Affairs when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.3 Resources expended

Expenditure is accounted for on an accruals basis as a liability is incurred 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. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

1.4 Fund structure

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

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.

WEST YORKSHIRE PRINT WORKSHOP

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Grants

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
National Portfolio funding	55,366	-	55,366	55,366
Covid-19 Local Authority Grants	4,000	-	4,000	39,143
Recovery Fund	-	5,000	5,000	45,000
LEP	-	-	-	2,815
Trusts and Foundations	-	3,335	3,335	-
heART your Town	-	20,000	20,000	-
Childrens Biennale	-	3,000	3,000	-
	<u>59,366</u>	<u>31,335</u>	<u>90,701</u>	<u>142,324</u>

3 Analysis of resources expended

Wages, salaries and NI

Wages, salaries & NI (General)

Unrestricted £	Restricted £	Total £
<u>80,951</u>	<u>477</u>	<u>81,428</u>

4 Trustees

None of the trustees (or any persons connected with them) received any remuneration or other benefits during the year. There were no trustee's expenses paid for the year,

5 Taxation

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

6 Debtors

	2022 £	2021 £
Trade debtors	86	-
Other debtors	253	220
Prepayments and accrued income	389	389
	<u>728</u>	<u>609</u>

7 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	-	4,841
Other creditors	1,176	-
Accruals & deferred income	32,316	20,879
	<u>33,492</u>	<u>25,720</u>

WEST YORKSHIRE PRINT WORKSHOP

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

8 Pension and other post-retirement benefit commitments
Defined contribution

	2022	2021
	£	£
Contributions payable by the company for the year	<u>1,304</u>	<u>3,186</u>

