

Charity Registration No. 1151513

Company Registration No. 06622457 (England and Wales)

TAPE COMMUNITY MUSIC AND FILM LTD
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021

TAPE COMMUNITY MUSIC AND FILM LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

S Gibbon
S Humphreys
H Morris
A Lorrimer-Riley
Mr M Turner
Mr K Weyman
Mr M J Williams

Secretary

Mr S Swindon

Charity number

1151513

Company number

06622457

Independent examiner

Sage & Company Business Advisors Ltd
102 Bowen Court
St Asaph Business Park
St Asaph
Denbighshire
LL17 0JE

TAPE COMMUNITY MUSIC AND FILM LTD

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TAPE COMMUNITY MUSIC AND FILM LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 JUNE 2021

The trustees present their report and financial statements for the year ended 30 June 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)".

Objectives and activities

TAPE works to provide safe, supportive environments in which people of all ages can explore their creative ideas. TAPE seeks to present and maximise all opportunities, with inclusion and participation being central to delivery.

TAPE works to support creative ideas of local business, organisations, communities and individuals alike. Therefore, the range of (mostly free) activities cover a wide creative sphere. The charity uses a responsive, social, person-centred model, with a focus on coproduction.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake and have complied with their duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the commission

Charitable activities

Despite the challenges and disruption of the COVID-19 pandemic, the team at TAPE has adapted working practice and delivery models in order to meet and enhance our charitable aims.

Remote delivery has been adapted across a wide range of projects, maintaining contact and involvement for people. When restrictions allowed, the team adapted a hybrid model, in order to maintain involvement for people for whom coming into face-to-face sessions was difficult. These sessions have proven to be highly effective, inclusive and successful. The innovative use of technology in order to make these sessions more than just being on a zoom call is a notable achievement.

Staffing/Recruitment

During lockdown 4 team members were furloughed and all other staff were required to work from home as per government guidelines. 2 of the team chose to move on to new challenges and we have been lucky to take on 2 new team members in addition. We continue to host and support the 2 GWIL staff posts along with the Participation Officer post. We are currently advertising for additional staff through the Kickstart scheme. As part of work with Cranfield Trust, we are reviewing our whole HR policy and implementation.

Business planning

We are grateful to be receiving ongoing support from The Cranfield Trust in developing a new business plan. This work has engaged both the core team and the board of trustees, as we look to strengthen and enhance our business model alongside plans for the development of the charity throughout the years ahead. We are also grateful for Arts Council Wales funding which has supported the management team with additional hours dedicated to the business planning and restructuring.

Premises

The TAPE building along with the Church next door has been sold following the URC congregation ceasing to meet in the building. We are working with our new landlord (Pauline Wilson) to renegotiate our ongoing tenancy. We believe this will be a positive relationship for the charity moving forward and look forward to working with Pauline and her team.

TAPE COMMUNITY MUSIC AND FILM LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

Current activities and objectives

Imagine Trail

The development of content and project management of a new free heritage app for Bay of Colwyn and Mochdre. This has involved partnership working with Reality Boffins and greatly increasing the charity's work with freelance facilitators. The project has created opportunities for creatives and people looking to engage and has worked in tandem with Creative Sparks to provide additional support and progression. The app will launch in September 2021.

Film projects

Alongside the many creative projects linked to the Imagine Project, we have seen several additional creative film projects in development. Short films have been commissioned and developed, which have supported involvement in accordance with our overall aims and objectives. TAPE's second feature film, *Approaching Shadows*, has also supported wide-scale involvement and further development of the inclusive production ethos for which the charity is becoming increasingly recognised.

Animation

Supported by Families First funding, TAPE's Animation Club has gone from strength to strength, making the most of lockdown to increase its online audience. Online hosted Q&As have increased links to the international animation community and brought to life for animation club members valuable real-world experience. The work has facilitated a more dynamic engagement and involvement for many of the participants, for whom the club has become a springboard towards educational and vocational opportunities, as well as a creative hub.

North Wales Together

A series of co-produced films, animations and soundtracks covering Health and Wellbeing, working in partnership with Hijinx, BCUHB and Flintshire CC. Delivered mainly online, the content creates an online resource on the Get Checked Out website and also a training package for staff supporting adults with learning disabilities.

Weekly core projects

Despite the obvious challenges of COVID, the team at TAPE has worked hard to maintain the rolling projects which form an integral part of our timetable and serve as important cornerstones in the lives of many of our participants. Backstage Youth Club, Ghostbuskers, the TAPE Writers Room and the Monday Art Club have all maintained delivery and developed models of support for an increasing number of people.

Creative Sparks

The WCVA funded project runs through to 2022 and ties in with all our work with people aged 25 and over. The project employs 1 full-time and 3 part time team members and supports engagement, progression, employment, volunteering and opportunities within TAPE's strong partner network. The project profile was agreed pre-Covid and we are working with WCVA to reevaluate this to reflect current situations. The project costs are claimed quarterly in arrears.

Studio

Access to TAPE's studio has been limited, of course. Nevertheless, our growing links with audio industry partners have supported some significant opportunities for TAPE participants.

Access Support

TAPE has become the preferred provider for the BFI around the provision of Access Support for people looking to apply to the BFI's various funding strands. This work has come about through an ongoing and developing relationship with the BFI's inclusion team and their recognition of TAPE's progressive support model and their work around improving their services, with a specific focus on becoming more person-centred.

Cinema

The Media Club at TAPE has driven the development and programming of film exhibition for the charity. The co-produced programme and One Movie Film Festival, has re-ignited the use of theatrical/hybrid screenings at TAPE which in turn has generated another point of engagement and opportunity for people looking to get involved with the charity.

TAPE COMMUNITY MUSIC AND FILM LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

Public benefit

It is evident across TAPE's work, that the inclusive and person-centred model of delivery which is embedded into TAPE's practice, is highly impactful for individuals and the wider community alike. We serve as a unique resource for people facing difficult or isolated circumstances; providing positive interventions which routinely raise confidence and support meaningful opportunities. As the profile of this work increases, so does the awareness of the importance of our work and the wider effects across our communities. At this current time, the need to maintain connection and opportunities to engage and achieve is heightened beyond anything we have collectively experienced before. With that in mind, the team at TAPE continues to maintain a dynamic and responsive service which serves to address this with enthusiasm and an inclusive approach.

Achievements and performance

In the main, TAPE has continued to grow and develop opportunities across a wide range of activities. We have seen an ongoing development in the creation of opportunities for people of all ages across community groups, in line with our charitable aims and objectives. We have continued to see community benefits and significant outcomes for individuals across all aspects of our delivery.

There have been two major events which have impacted on the output and delivery of TAPE's work within the period covered by this report.

Firstly, the charity was forced to relocate away from its base, due to structural issues with the building, which required works to be undertaken. These works meant a move to a temporary delivery space was necessary, and therefore a number of projects were put on hold or delivered differently, all of which presented challenges for the staff team as a whole.

This relocation was closely followed by the onset of the COVID-19 crisis. The pandemic and lockdown saw TAPE's team reduced as furlough measures were adopted across over half the team. The impact on delivery was significant and despite the inherent difficulties, the team responded with creativity and dedication to keeping engagement and opportunity available for people accessing our services. Working remotely via online platforms, whilst challenging, has also presented opportunities for new people to engage with our work and we are looking at hybrid delivery for a number of projects, going forward.

Financial review

The unrestricted funds have generated a deficit for the year overall of £14,041 (2020 - £13,747), including £13,498 (2020 - £5,507) transferred to support various restricted funds. The unrestricted fund balances at 30 June 2021 stood at £22,712 (2020 - £36,753).

Restricted funds have overall generated a surplus for the year of £67,998 (2020 - £46,836) with a total restricted fund balance carried forward at 30 June 2021 of £219,571 (2020 - £151,573).

It is the policy of the trustees that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Any surplus funds are retained in the current account. Under the memorandum and articles of association the charity has the power to apply any surpluses to create a general reserve for the continuation and development of the charity.

It is the intention of the Trustees that, in the event of a cessation of core funding, the scheme's reserves be used for the following purposes:-

- i) to provide continuation funding to run the scheme for as long as possible.
- ii) to offer a redundancy package to eligible employees in accordance with the redundancy policy.
- iii) to cover any other costs in relation to winding down of the charity's activities.

TAPE COMMUNITY MUSIC AND FILM LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 30 JUNE 2021**

Principal funding sources

Local Town Councils
Local Authority contracts and grants
Commissioned work
Children in Need
Arts Council Wales
Community Foundation Wales
Bespoke project funding from private and public contracts
Small grants

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees work with key team members and the CO to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place. The trustee board meets at least quarterly but the chair and treasurer have much more regular contact. They provide a key bridge to the wider trustee body.

TAPE COMMUNITY MUSIC AND FILM LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

Future plans

As we look towards the next five years of operation, the key areas of development centre on the following objectives:

To develop and act on a revised business plan, working in partnership with Cranfield Trust. We will endeavour to use this to increase provision for staff selection, training and wellbeing to mirror that which the charity offers to people accessing its services.

To maintain and develop creative opportunities for all. TAPE is an inclusive organisation. This strength is a central focus for all our work. Our work in establishing a social model of delivery and the increase in bespoke person-led working is a testimony to this core ideal. The doors at TAPE are open to all in the same way and for the same reasons.

To maintain and develop community engagement projects. TAPE's role in the community and the raising of awareness of TAPE is an ongoing factor in the growth of the charity. Key areas include:

- Wider advertising and marketing of timetabled sessions and clubs
- Maintaining the flexibility of staff and resources to respond to need
- A wider spread of community outreach work, including increased working in rural areas
- Maintaining quality and standard of delivery whilst delivering the above

To maximise usage of the TAPE Community Arts Centre as a creative facility and community hub. The TAPE Community Arts Centre is a key resource for the charity and the continued development of the space is vital. TAPE is seeking to open up the space within the centre to create additional space for the growing number of creative people looking to access the centre or receive support for their ideas and TAPE's increasing network of partner agencies, helping to create a nucleus of support opportunities and pathways for individuals, businesses and support providers.

To increase focus and delivery of long-form projects. This model has been developed over the last 10 years of delivery at TAPE and is still evolving. We have found our two feature film projects have served as significant vehicles to deliver sustainable and long-term benefits. These long form projects are driven by TAPE's experience and ability to deliver bespoke support, structured learning and a range of other strategic advantages.

Increased links and access to employers. Alongside the upscaling of staff and resources, TAPE will look to further fulfil its commitment to access, building on existing and new networking opportunities to develop pathways into industry positions for people. This will involve volunteering, mentoring, employment and training opportunities. TAPE will help meet skill shortages in the arts and media sector and support people who may otherwise struggle to get work experience or training.

Developing TAPE as a self-sustaining organisation. There are several key factors which contribute to this. Firstly, TAPE is actively developing its commercial work and looking to agree retainer contracts and long-term packages for local businesses and organisations. Alongside this, an upscaling of available production values, improved staff training and development pathways for volunteers, will ensure a larger team of filmmakers, photographers, studio engineers, etc. to manage an increased number of projects.

Developing educational opportunities. TAPE has been involved in many schools and FE based projects throughout its history. These projects have always proved to be hugely successful but have operated in a piecemeal manner and without a targeted, cohesive educational strategy which supports young people beyond the length of the project itself. TAPE staff are now focused on further development of alternative education working, development of the facilities at the TAPE centre and skills within the staff team as resources for schools, colleges and universities. TAPE now has bespoke Agored qualifications which can be used to deliver accredited activities, and TAPE is now a delivery partner for the BFI Film Academy Programme.

Structure, governance and management

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

TAPE COMMUNITY MUSIC AND FILM LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

S Gibbon
S Humphreys
H Morris
A Lorrimer-Riley
Mr M Turner
Mr K Weyman
Mr M J Williams

The Charity has seven trustees. The trustees are continuing in their endeavours to increase and strengthen the trustee board. This includes adding specialist skills and improving the diversity of the members.

Every member of the Charity undertakes to contribute such amounts as may be required to the Charity's assets if it should be wound up while they are a member or within one year after they cease to be a member, for payment of the Charity's debts and liabilities contracted before they cease to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of contributories among themselves such amount as may be required not exceeding £1.

Registered Company number
06622457 (England and Wales)

Registered Charity number
1151513

Registered office
Annex of United Reformed Church
Berthes Road
Old Colwyn
Colwyn Bay
LL29 9SD

Company Secretary
S Swindon

All matters relating to the day to day administration of the Charity are passed to the Secretary and the administration team.

The Charity conducts transactions with Neil Dunsire personally who is also an employee of TAPE. These transactions are conducted in the normal course of the day to day activities of the Charity and all transactions are conducted at arms length.

The trustees' report was approved by the Board of Trustees.



S Humphreys
Chair

Dated: 9 November 2021

TAPE COMMUNITY MUSIC AND FILM LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TAPE COMMUNITY MUSIC AND FILM LTD

I report to the trustees on my examination of the financial statements of TAPE Community Music And Film Ltd (the charity) for the year ended 30 June 2021.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.


Sage & Company Business Advisors Ltd

102 Bowen Court
St Asaph Business Park
St Asaph
Denbighshire
LL17 0JE

Dated: 3/12/21

TAPE COMMUNITY MUSIC AND FILM LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Donations and legacies	2	79,375	175,451	254,826	38,672	245,599	284,271
Charitable activities	3	5,250	142,472	147,722	23,467	-	23,467
Investments	4	11	-	11	94	-	94
Total income		84,636	317,923	402,559	62,233	245,599	307,832
Expenditure on:							
Raising funds	5	564	1,164	1,728	130	(31)	99
Charitable activities	6	84,614	262,259	346,873	70,343	204,301	274,644
Total resources expended		85,178	263,423	348,601	70,473	204,270	274,743
Net (outgoing)/ incoming resources before transfers		(542)	54,500	53,958	(8,240)	41,329	33,089
Gross transfers between funds	9	(13,498)	13,498	-	(5,507)	5,507	-
Net (expenditure)/income for the year/ Net movement in funds		(14,040)	67,998	53,958	(13,747)	46,836	33,089
Fund balances at 1 July 2020		36,753	151,573	188,326	50,500	104,737	155,237
Fund balances at 30 June 2021		22,713	219,571	242,284	36,753	151,573	188,326

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

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

TAPE COMMUNITY MUSIC AND FILM LTD

BALANCE SHEET

AS AT 30 JUNE 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	10		77,793		68,403
Current assets					
Debtors	11	61,386		44,322	
Cash at bank and in hand		121,129		97,728	
		182,515		142,050	
Creditors: amounts falling due within one year	13	(18,024)		(22,127)	
Net current assets			164,491		119,923
Total assets less current liabilities			242,284		188,326
Income funds					
Restricted funds	16		219,571		151,573
Unrestricted funds			22,713		36,753
			242,284		188,326

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 9 November 2021



S Humphreys
Chair

Company Registration No. 06622457

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

1 Accounting policies

Charity information

TAPE Community Music And Film Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Annex of United Reformed Church, Berthes Road, Old Colwyn, Colwyn Bay, LL29 9SD.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's constitution, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

The accounts have been prepared using the going concern basis. The Trustees deem this suitable on the basis that the vast majority of the Charity's funding is derived from Government and public body funding, with a smaller proportion from general public funding. After assessing the current situation with COVID-19 at the date of signing these accounts, the Trustees believe the Government and public body funding will remain largely unchanged and thus continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

1 Accounting policies

(Continued)

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Property improvements	Not depreciated
Fixtures, fittings & equipment	25% reducing balance (Fixtures) & 25% straight line (Computer Equipment)
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.6 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

1 Accounting policies

(Continued)

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Fund accounting

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 raised are for a particular restricted purpose.

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

1.10 Wages

Wages incurred are allocated to each fund based on the level of income for that fund. However, if such a re-charge were to leave the fund in deficit, the re-charge has been restricted.

1.11 Use of volunteers

The charity relies on volunteers who carry out a wide range of work and administrative tasks. The use of volunteers in the course of generating activities is not recognised within the Statement of Financial Activities.

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Donations and gifts	617	-	617	2,832
Grants	78,758	175,451	254,209	281,439
	<u>79,375</u>	<u>175,451</u>	<u>254,826</u>	<u>284,271</u>
Grants receivable for core activities				
General	3,333	-	3,333	1,504
Coronavirus Job Retention Scheme Grant	14,515	-	14,515	12,168
Welsh Government Grant	-	-	-	25,000
CF in Wales	8,066	-	8,066	-
CCBC Firebreak	5,000	-	5,000	-
Arts Council	30,744	40,614	71,358	-
Covid Relief Fund	15,000	-	15,000	-
Screenings - Chapter Cardiff	2,100	-	2,100	-
Families First	-	8,327	8,327	8,327
Children in Need	-	19,010	19,010	33,014
Coastal Communities	-	-	-	200
BFI Academy	-	17,000	17,000	14,846
Active Inclusion	-	28,390	28,390	104,608
Imagine / Conwy CBC	-	16,000	16,000	29,221
Film Production / Gwynt Y Mor	-	-	-	221
NWLDPG	-	-	-	23,522
GWIL	-	40,132	40,132	25,258
Blind Veterans	-	-	-	3,053
Social Scene	-	-	-	25
Kickstart Scheme	-	1,500	1,500	-
Uke a Bay	-	478	478	-
Heritage Lottery	-	-	-	2,314
North Wales Together	-	4,000	4,000	-
Slate Films	-	-	-	990
	<u>78,758</u>	<u>175,451</u>	<u>254,209</u>	<u>281,439</u>

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

3 Charitable activities

	Sales income 2021 £	Sales income 2020 £
Other income	147,722	23,467
Analysis by fund		
Unrestricted funds	5,250	23,467
Restricted funds	142,472	-
	147,722	23,467

4 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Interest receivable	11	94

5 Raising funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<u>Trading costs</u>						
Other trading activities	564	1,164	1,728	130	(31)	99
	564	1,164	1,728	130	(31)	99

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

6 Charitable activities

	2021 £	2020 £
Staff costs	187,754	183,832
Depreciation and impairment	14,651	12,715
Contract workers	85,492	11,872
Repairs & renewals	3,552	12,088
Venue hire	-	7,767
Motor expenses	611	1,339
Travelling expenses	4	1,697
IT Software	11,861	5,622
Training	2,875	65
Cleaning	1,570	222
Rent	3,307	2,645
Telephone	3,376	4,857
Postage & stationery	1,052	210
Insurance	670	1,367
Advertising	12,628	10,145
Postage & stationery	390	655
Publications & subscriptions	187	1,052
Sundry	2,219	3,967
Equipment hire	2,177	241
Bank charges	315	136
Entertainment	135	253
Light and heat	3,531	-
	<u>338,457</u>	<u>250,593</u>
Share of governance costs (Accountancy & Book-keeping)	8,416	9,659
	<u>346,873</u>	<u>274,644</u>
Analysis by fund		
Unrestricted funds	84,614	
Restricted funds	262,259	
	<u>346,873</u>	
For the year ended 30 June 2020		
Unrestricted funds		70,343
Restricted funds		204,301
		<u>274,644</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
CEO & Management	2	2
Service Delivery	9	7
Total	11	9
	2021	2020
	£	£
Employment costs		
Wages and salaries	187,754	183,832

There were no employees whose annual remuneration was £60,000 or more.

9 Transfers

Any restricted funds that are in deficit are supported by the central core fund. Any deficit made by a particular fund is absorbed by the core fund and any such funds are left with a nil retained reserve carried forward.

10 Tangible fixed assets

	Property improvements £	Fixtures, Motor vehicles fittings & equipment £	£	Total £
Cost				
At 1 July 2020	37,113	151,185	17,593	205,891
Additions	-	24,500	-	24,500
Disposals	-	(456)	-	(456)
At 30 June 2021	37,113	175,229	17,593	229,935
Depreciation and impairment				
At 1 July 2020	-	119,897	17,593	137,490
Depreciation charged in the year	-	14,851	-	14,851
Eliminated in respect of disposals	-	(199)	-	(199)
At 30 June 2021	-	134,549	17,593	152,142
Carrying amount				
At 30 June 2021	37,113	40,680	-	77,793
At 30 June 2020	37,113	31,290	-	68,403

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2021

11 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	57,423	40,898
Prepayments and accrued income	3,963	3,424
	<u>61,386</u>	<u>44,322</u>

12 Loans and overdrafts

	2021 £	2020 £
Bank overdrafts	-	19
	<u>-</u>	<u>19</u>
Payable within one year	-	19
	<u>-</u>	<u>19</u>

13 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Bank overdrafts	12	-	19
Other taxation and social security		2,121	3,628
Deferred income	14	3,333	6,667
Trade creditors		7,279	7,253
Other creditors		604	1,282
Accruals and deferred income		4,687	3,278
		<u>18,024</u>	<u>22,127</u>

14 Deferred income

	2021 £	2020 £
Other deferred income	3,333	6,667
	<u>3,333</u>	<u>6,667</u>

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

15 Analysis of net assets between funds

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £
Fund balances at 30 June 2021 are represented by:						
Tangible assets	77,793	-	77,793	68,403	-	68,403
Current assets/ (liabilities)	164,491	-	164,491	119,923	-	119,923
	<u>242,284</u>	<u>-</u>	<u>242,284</u>	<u>188,326</u>	<u>-</u>	<u>188,326</u>

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 July 2020	Incoming resources	Outgoing resources	Transfers	Balance at 30 June 2021
	£	£	£	£	£
Families First	10,486	12,491	(754)	-	22,223
Children in Need/Afasic/Backstage	45,773	18,798	(2,008)	-	62,563
Camden Trust	2,133	-	(374)	-	1,759
Cartrefi Conwy	-	4,928	(3,465)	-	1,463
Heritage Lottery	5,598	-	(5,276)	(322)	-
BFI Academy	990	17,000	(14,739)	(3,251)	-
Active Inclusion	60,260	28,390	(60,555)	-	28,095
Imagine/CCBC	7,842	65,195	(82,313)	9,276	-
GyM/Film Production	1,274	-	(221)	-	1,053
Uke a Bay	-	479	(486)	7	-
NWLDPG	16,847	-	(6,771)	-	10,076
GWIL	-	40,132	(33,931)	-	6,201
North Wales Together	-	42,122	(10,925)	-	31,197
Blind Veterans	372	5,514	(3,377)	-	2,509
NWREN	-	4,091	(124)	-	3,967
BFI Podcast	-	2,285	(2,203)	-	82
ACW	-	40,614	(16,787)	-	23,827
MyPad	-	-	(189)	189	-
Film Hub Wales	-	-	(60)	60	-
Fusion Films	-	2,503	(977)	-	1,526
CCBC Youth	-	5,000	(2,086)	-	2,914
Arts Council Wales	-	-	(4,746)	4,746	-
Theatr Clwyd	-	2,542	(2,386)	-	156
Intermediate Care	-	7,582	(4,118)	-	3,464
Fusion Henry Jones	-	-	(555)	555	-
Kickstart Scheme	-	1,500	(3,738)	2,238	-
Transport for Wales	-	8,760	(137)	-	8,623
BFI Inclusion	-	8,000	(126)	-	7,874
	<u>151,573</u>	<u>317,926</u>	<u>(263,427)</u>	<u>13,498</u>	<u>219,571</u>

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

16 Restricted funds

(Continued)

Description of restricted funds

Families First – Funding to deliver bespoke activities for young people and their families in the county of Conwy. Currently funding TAPE's Animation Club.

Children in Need – Funds posts and activities for Backstage and Backstage Juniors.

Coastal Communities – Coastline Film Festival funding, supporting posts, capital purchases and opportunities linked to the festival.

Camden Trust – Supports the development of the Rhyl the Musical film project.

Cartrefi Conwy - Creating film content for Cartrefi Conwy's Welsh Government evaluation package. Supporting new filmmakers to work to a brief and build their CVs.

Innovation Fund – Delivery of bespoke workshops for Adult Learners Week.

Amethyst – Co-production of a film resource which provides peer-support for young people with experience of sexual violence and the criminal justice system.

Heritage Lottery – Fortified Beats – supporting young people in alternative education to engage with local history through music, film and performance.

BFI Academy – Supports the delivery of the annual BFI Academy at TAPE.

Active Inclusion – Supports engagement activities for people 25 and over who are not in education, employment or training in Conwy and Denbighshire. European Social Fund funded to 2022.

Imagine – Development of the Imagine Trail app, developing creative media reflecting the heritage of the Bay of Colwyn and working with Reality Boffins to create design and develop an app to host the content. A CCBC / HLF funded project.

Gwynt Y Mor – Funds 1 x staff post and support 2 further posts linked to 2x BBFC classified film productions.

GWE/LAC – A creative filmmaking project facilitating children who have experience of care to present their ideas around developing services across North Wales.

Community Facilities Fund - Funding to increase the efficiency and decrease the environmental impact of the TAPE Community Arts Centre.

Uke a Bay - Fund holder for the popular Colwyn Bay Uke a Bay event.

NWLDPG – North Wales Learning Disability Partnership Group funding for Participation Officer post and support. Funded by CCBC.

GWIL – Glyn Ward Invest Local funding for two part time posts which TAPE hosts.

North Wales Together – Series of projects including 2 co-produced film productions, media club and social screen.

Blind Veterans – HLF funded multi-arts project reflecting the experiences of blind veterans and the Blind Veteran charity's work.

BFI podcast - Supporting people to produce a podcast looking at diversity and accessibility in the film industry.

TAPE COMMUNITY MUSIC AND FILM LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2021

16 Restricted funds

(Continued)

MyPad - Developing independent art projects through the distribution of art packs and supporting online one to one work through lockdown.

Film hub Wales - Community cinema screenings hosted through the One Movie Film Festival, curated by Media Club.

Fusion films - Working with new filmmakers to create heritage film resources for schools.

CCBC Youth - Working with young people to produce an original song and an animated music video highlighting issues linked to youth homelessness.

ACW/CFW Covid - Arts Council Wales and Community Foundation Wales Covid specific funding to support the management team to sustainably develop the charity and to help it weather the Covid crisis. Also a capital grant for upgrading IT equipment in support of this.

Theatr Clwyd - Film project working to promote the theatre's heritage and work.

Intermediate care - Containing safety short film production.

Fusion Henry Jones - Working with new filmmakers to create heritage film resources for schools, focusing on the Sir Henry Jones museum Llangernyw.

Kickstart scheme - Government supported employment scheme for young people.

TFW confident to travel - Working with Transport For Wales, Creating Enterprise and DWP to create a film addressing travel anxieties. A co-production developed from a blank page with a new creative team, through weekly workshops.

BFI inclusion - One to one access support for people looking to access BFI funding streams.

17 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	59,216	58,500