

Charity registration number 1151513

Company registration number 06622457 (England and Wales)

**TAPE COMMUNITY MUSIC AND FILM LTD**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2022**

# TAPE COMMUNITY MUSIC AND FILM LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

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

### Secretaries

Mr S Swindon  
Mr N Dunsire

### 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

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# 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 2022**

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The trustees present their annual report and financial statements for the year ended 30 June 2022.

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 (free or affordable) activities cover a wide creative sphere. The charity uses a responsive, social, person-centred model, with a focus on co-production.

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.

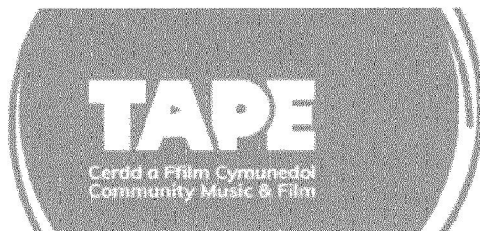
### **Charitable activities**

TAPE's hybrid delivery approach has helped support a gradual return to project delivery at the centre over the 21/22 financial year. This has helped make best use of resources and the space, to help support as many people as possible to feel safe, supported and involved in the projects post pandemic. A weekly timetable of activity has provided rolling opportunities for people to access. TAPE's lifeblood and greatest asset being all those who have brought their energies, unique perspectives, and creativity to a host of live briefs, volunteering, and training opportunities. The films, animations, music, artwork, podcasts, events, screenings etc. have supported progression, development and increased aspirations for individuals and communities alike. The charity's work is being increasingly recognised and acknowledged at a local and national level through awards, publicity, and partnerships.

Rebranding: March 22 saw the implementation of a rebranding exercise; updating the TAPE logo with a cleaner and more accessible design, developed with the input and support of the TAPE Community:



**Cerdd a Ffilm Cymunedol**  
**Community Music & Film**





# TAPE COMMUNITY MUSIC AND FILM LTD

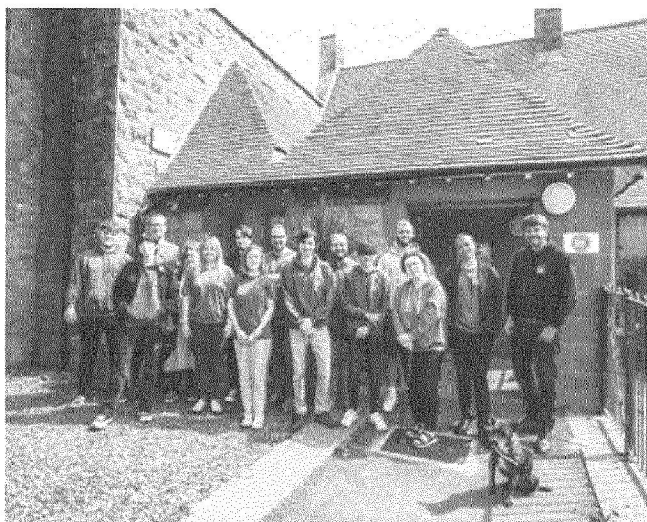
## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

*FOR THE YEAR ENDED 30 JUNE 2022*

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### People

The team has grown from 10 staff to 13 staff over the year as new team members have joined through the Kickstart Scheme. 3 of the 4 people joining the team have continued with the organisation after their 6 months on the scheme ended. Further emphasis has been put on staff development, increased 1 to 1's, access to support services and staff training supported by the likes of ION Leadership scheme and the CCBC Creative Bursary which has provided several tailored training packages. Group training events for First Aid, Fire Safety, Child Protection and One Page Profiles have also helped bring the team together. TAPE continues to host the 2 Together 4 Colwyn Bay staff posts as part of our partnership working. The charity continues to work closely with an incredible local freelance creative workforce, whose energy, skill, and creativity facilitates around 30% of TAPE's overall delivery.



### Strategic Management Team

Neil Dunsire was formally appointed as Chief Officer in May 22. Steve Swindon has taken on the role of Creative Director. Kirsten Buchanan continues in her role as Creative Sparks Manager.

### Business planning

We are grateful to be receiving ongoing support from The Cranfield Trust in developing a new business plan, mentoring and HR. 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.

### Activity

TAPE's network and delivery models have continued to grow to support the increasing demand from people looking to take part in person-led, inclusive media production and creative art opportunities. As well as in house projects the charity has begun to return to outreach delivery with several projects running across North Wales. The TAPE Community Arts Centre has been a resource for other community groups including Hijinx Academy, Uke a Bay, Conwy Connect's Makaton Choir and the Aberconwy MIND drop-in sessions.

The following examples of projects from this financial period (July 21 – June 22) help give context but represent just a fraction of the charity's activity:

# TAPE COMMUNITY MUSIC AND FILM LTD

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

**FOR THE YEAR ENDED 30 JUNE 2022**

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### Approaching Shadows:

Working with over 300 people over the course of the production process, TAPE's second feature premiered at the BFI Southbank as part of the Busting the Bias Festival in December 2021. A packed Welsh premiere at Vue Rhyl helped celebrate the film's impact and further development of TAPE's Creative Inclusion Production model. This was further supported by the exciting confirmation of a distribution deal with Bohemia Media.

Approaching Shadows is available to stream on:

Bohemia Euphoria: <http://ow.ly/HwOV50LjXCM>

YouTube: <http://ow.ly/zOX550LjXCP>

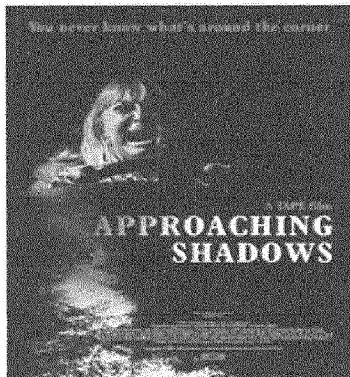
Google: <http://ow.ly/vf2x50LjXCK>

Sky Store: <http://ow.ly/NrgA50LjXCN>

Microsoft: <http://ow.ly/nW1q50LjXCO>

iTunes: <http://ow.ly/GkiN50LjXCL>

Amazon: <http://ow.ly/JcNE50LjXCQ>



### Imagine Trail:

September 2021 saw the launch of the app which incorporated 52 pieces of original content: animations, films, songs, a radio play, storytelling, and art. The pieces were developed over 1320 hours of workshops, working with 368 local people and 21 creative freelancers in sessions in house and as outreach workshops. The launch was celebrated with guided walks, cinema screenings, musical performances, interactive demonstrations, and street theatre. The success of the project led to a successful bid for a second phase of delivery, continuing the development of the app through TAPE's delivery in partnership with Reality Boffins, Colwyn Bay Heritage Group, and local historians. The second phase of the app is due to launch in November 2022.

<https://tapemusicandfilm.co.uk/imagine/>



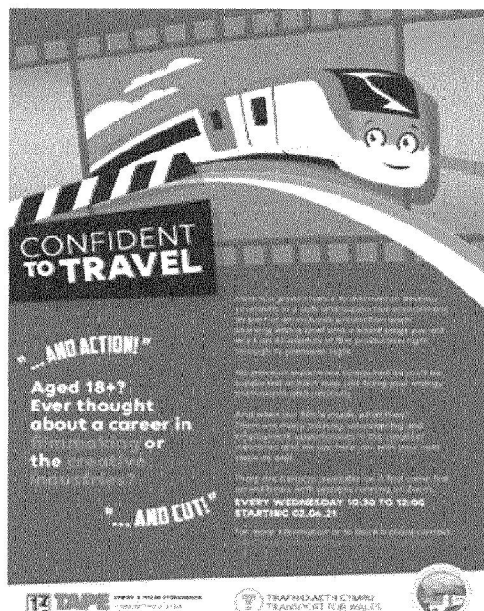
# TAPE COMMUNITY MUSIC AND FILM LTD

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

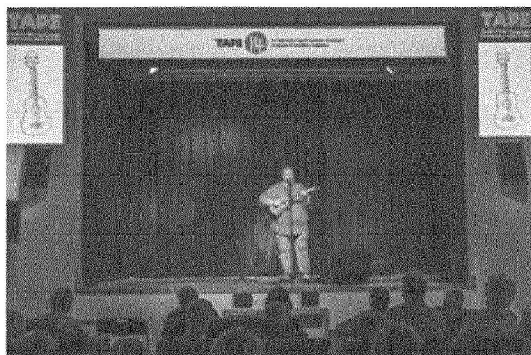
FOR THE YEAR ENDED 30 JUNE 2022

### Confident to Travel:

Delivered through a weekly workshop series, Confident to Travel presented a live brief from Transport for Wales, DfWP and Creating Enterprise, to a cohort of participants from across the community. Commissioned to produced media which articulated travel anxiety and the ways in which people can successfully return to using public transport, and the positive impact this can have. The resulting short films and podcasts have been so successful they are being adopted as training resources by Transport for Wales, who have also commissioned a follow-on project due to start in January 2023.



Weekly core projects: Emphasis has been put on maintaining the core weekly projects which make up the weekly timetable at TAPE: TAPE Art, Animation Club, TAPE Sound, Ghostbusters, Media Club, Backstage Youth Club and TAPE Writers Room have collectively supported a production house model. This supports Creative Inclusion by allowing commissions and projects to be taken on by dedicated teams working on the elements that make up the final piece. This helps TAPE delivery to remain person-led and focused on people's areas of interest with free, regular weekly training workshops. For commissioners of work this means an improved service with dedicated teams focused on each element of production and creative development.



Rehearsals for Containing Safety "Uke a Bay" (opening night concert)

# TAPE COMMUNITY MUSIC AND FILM LTD

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

FOR THE YEAR ENDED 30 JUNE 2022

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Binaural sound recording for Imagine Trail



Backstage Youth Club (Comedy Night)



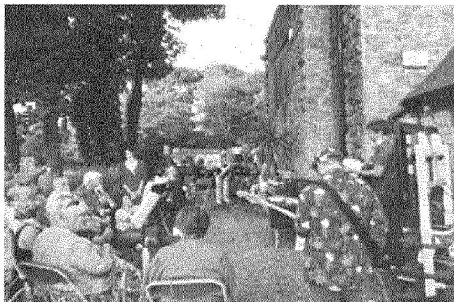
Media Club

# TAPE COMMUNITY MUSIC AND FILM LTD

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

FOR THE YEAR ENDED 30 JUNE 2022

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Ghostbusters



Animation Club



TAPE sounds

### Quotes and testimonials

'TAPE has developed a richly deserved reputation as one of the key organisations delivering targeted, inclusive and impactful work in support of Conwy's communities.'

*Helen Goddard (Section Head; Culture, Libraries and Information - Conwy County Borough Council)*

'TAPE has been truly inclusive in the way that they have worked with the children ...ensuring that the children were integral to every part of the process.'

*ASD Resource Manager*

'I express with no doubt in my mind that the encouragement, guidance and pro-active support from those at TAPE combined with their inclusive and welcoming atmosphere, played a large part in my academic success. It is due to TAPE that I now have valuable practical industry experience that no one else in North Wales could offer.'

*Hayimeana Demir – Filmmaker*

# TAPE COMMUNITY MUSIC AND FILM LTD

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

FOR THE YEAR ENDED 30 JUNE 2022

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'THANK YOU very much for allowing C to attend your Backstage Youth Club tonight - the parents I know have always 'raved' about this club and now I know why. I have previously tried other clubs for C to no avail. But she stayed the duration and wants to go back and is looking forward to it! She even High-fived E as we got to the end of the path - which was a sure sign she enjoyed herself. Mum messaged me to say C seemed quite happy and chilled when she got home! From one very grateful grandma for all you do, are doing and will do in the future.'

*Grandparent of Backstage Youth Club member*

'TAPE works in a spirit of good-humour and patience, demonstrating sensitivity and empathy when delivering its work, with realistic yet ambitious expectations for all.'

*Sarah Dixon (Curriculum Enrichment Co-ordinator - Denbighshire County Council)*

'TAPE recognised the talent of one of our previous learners, as he continues to regularly attend TAPE. They have seen through his autism and supported him to develop his creativity to create a film which was premiered at the BFI in London, he has also been commissioned to make an animation for "Sky," and worked with the BBC2, all opportunities he would have struggled to achieve without them.'

*Jane Beard (Assistant Head of Education - Cambian Pengwern College)*

'The differences you make to the lives of the young people that you support are very evident in your report, and your case study illustrates this outstanding work.'

*Meleri Jones (BBC Children in Need Account Manager)*

'I must say, this project is doing wonders for the wellbeing of these students. I'm aware of lots of extremely difficult things happening in the background for most of them at the moment, but they do so much smiling when we are working on it. I'm so thankful we were able to get involved.'

*Amy Grimward, Teacher, Ysgol Aberconwy*

'Home educated for 2 years B was increasingly disillusioned by the social and activity provision. He has a thirst to learn and grow. TAPE came along at a time where B's anxiety and mental health was declining. ...Through the podcast he has grown in confidence. His positive interactions with adults has been reinforced exponentially as the broadcast has developed. Leaving the studio with an increased sense of accomplishment. He has been allowed to be his true self.'

*Taken from B's Parent's letter of support for TAPE*

### Public benefit

TAPE's inclusive and person-centred delivery model remains the foundation of all its work. The drive to use and enhance this model stems from the individual and cross-community outcomes which are routinely in evidence, during and following TAPE's engagement and delivery of work. Over 1000 children and adults have accessed TAPE over the course of this financial year, we have seen referrals and new engagement increase and the ongoing involvement of participants across timetabled and bespoke activity.

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

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.



# **TAPE COMMUNITY MUSIC AND FILM LTD**

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

**FOR THE YEAR ENDED 30 JUNE 2022**

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### **Financial review**

The unrestricted funds have generated net income for the year overall of £28,734 (2021 – deficit £14,040). The unrestricted fund balances at 30th June 2022 stood at £51,447 (2021 - £22,713).

The £145,804 of transfers from restricted to unrestricted funds during the year represented staff salaries and running costs in support of restricted projects, which had not previously been allocated. The principal restricted funds in question were Families First, Children in Need, Active Inclusion, Arts Council Wales and North Wales Together.

Restricted funds have overall generated a deficit for the year of £2,803 (2021 – net income £67,998) with a total restricted fund balance carried forward at 30 June 2022 of £216,767 (2021 - £219,570).

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 months' 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.

### **Principal funding sources**

Local Town Councils  
Local Authority contracts and grants  
Commissioned work  
Children in Need  
Arts Council 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.

### **Plans for future periods**

The Trustees believe that the charity has strengthened and become more focused towards core purpose. The Trustees are seeking to add additional skills to their own team with recruitment and continually strive to better represent those people who access, enjoy and greatly benefit from the services provided.

### **Thanks**

On behalf of all Trustees may I thank all the staff and volunteers of TAPE for their commitment, focus and care to our clients. I regularly see the hard work and creative skill input into this wide range of clubs, schemes and activities resulting in positive and often life affirming change in those who use our services. I commend this report to you.

### **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 2022

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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

V Ramkalowon

(Appointed 12 July 2022)

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.

### Qualifying third party indemnity provisions

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 Secretaries

S Swindon

Neil Dunsire

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 personally with Neil Dunsire, 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

24 February 2023



# TAPE COMMUNITY MUSIC AND FILM LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF TAPE COMMUNITY MUSIC AND FILM LTD

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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 2022.

#### 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.



Mr C Morgan ACA

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

Dated: 28 February 2023

# TAPE COMMUNITY MUSIC AND FILM LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 JUNE 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
	Notes					
<b>Income from:</b>						
Donations and legacies	2	19,435	235,053	254,488	79,375	254,826
Charitable activities	3	27,975	111,656	139,631	5,250	147,722
Investments	4	100	-	100	11	11
<b>Total income</b>		<b>47,510</b>	<b>346,709</b>	<b>394,219</b>	<b>84,636</b>	<b>402,559</b>
<b>Expenditure on:</b>						
Raising funds	5	438	3,572	4,010	564	1,728
Charitable activities	6	164,142	200,136	364,278	84,614	346,873
<b>Total expenditure</b>		<b>164,580</b>	<b>203,708</b>	<b>368,288</b>	<b>85,178</b>	<b>348,601</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(117,070)</b>	<b>143,001</b>	<b>25,931</b>	<b>(542)</b>	<b>53,958</b>
Gross transfers between funds	9	145,804	(145,804)	-	(13,498)	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>28,734</b>	<b>(2,803)</b>	<b>25,931</b>	<b>(14,040)</b>	<b>53,958</b>
Fund balances at 1 July 2021		22,713	219,571	242,284	36,753	188,326
<b>Fund balances at 30 June 2022</b>		<b>51,447</b>	<b>216,767</b>	<b>268,214</b>	<b>22,713</b>	<b>242,284</b>

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 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	10		74,149		77,793
<b>Current assets</b>					
Debtors	11	35,434		61,386	
Cash at bank and in hand		166,883		121,129	
		202,317		182,515	
<b>Creditors: amounts falling due within one year</b>	12	(8,252)		(18,024)	
Net current assets			194,065		164,491
<b>Total assets less current liabilities</b>			268,214		242,284
<b>Income funds</b>					
Restricted funds	15	216,767		219,571	
Unrestricted funds		51,447		22,713	
		268,214		242,284	

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 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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 24 February 2023

  
S Humphreys  
Chair

Company Registration No. 06622457

# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

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### 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

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees 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 2022

### 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:

Leasehold 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 the statement of financial activities.

#### 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 2022

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### 1 Accounting policies

(Continued)

#### 1.8 Employee benefits

The cost of any material 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 2022

### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Donations and gifts	1,122	-	1,122	617
Grants	18,313	235,053	253,366	254,209
	<u>19,435</u>	<u>235,053</u>	<u>254,488</u>	<u>254,826</u>
<b>Grants receivable for core activities</b>				
General	3,333	-	3,333	3,333
Coronavirus Job Retention Scheme Grant	-	-	-	14,515
National Lottery	9,180	-	9,180	-
CF in Wales	-	-	-	8,066
CCBC Firebreak	-	-	-	5,000
Arts Council	-	6,832	6,832	71,358
Covid Relief Fund	-	-	-	15,000
Screenings - Chapter Cardiff	800	-	800	2,100
Families First	-	8,327	8,327	8,327
Children in Need	-	17,978	17,978	19,010
CFW - CCBC	-	708	708	-
BFI Academy	-	-	-	17,000
Active Inclusion - WCVA	-	36,260	36,260	28,390
Imagine / Conwy CBC	-	8,000	8,000	16,000
Film Production / Gwynt Y Mor	5,000	-	5,000	-
Screenagers - CCBC	-	29,032	29,032	-
GWIL	-	60,596	60,596	40,132
CBL - Bay of Colwyn	-	5,000	5,000	-
Moondance Foundation	-	30,604	30,604	-
Kickstart Scheme	-	29,806	29,806	1,500
Uke a Bay	-	1,100	1,100	478
WW - Conwy Youth Scheme	-	810	810	-
North Wales Together	-	-	-	4,000
	<u>18,313</u>	<u>235,053</u>	<u>253,366</u>	<u>254,209</u>

# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

### 3 Charitable activities

	Sales income 2022 £	Sales income 2021 £
Other income	139,631	147,722
Analysis by fund		
Unrestricted funds	27,975	5,250
Restricted funds	111,656	142,472
	139,631	147,722

### 4 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	100	11

### 5 Raising funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Trading costs						
Other trading activities	438	3,572	4,010	564	1,164	1,728
	438	3,572	4,010	564	1,164	1,728



# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

### 6 Charitable activities

	2022 £	2021 £
Staff costs	220,993	187,754
Depreciation and impairment	16,030	14,651
Contract workers	47,954	85,492
Repairs & renewals	7,127	3,552
Venue hire	651	-
Motor expenses	812	611
Travelling expenses	3,252	4
IT Software	11,349	11,861
Training	906	2,875
Cleaning	1,296	1,570
Rent	11,878	3,307
Telephone	1,949	3,376
Postage & stationery	2,014	1,442
Insurance	4,519	670
Advertising	2,688	12,628
Sundry	7,229	1,969
Equipment hire	2,605	2,177
Bank charges	109	315
Publications and subscriptions	2,000	187
Entertainment	-	235
Events	4,549	-
Donations	96	250
Light and heat	5,916	3,531
	<u>355,922</u>	<u>338,457</u>
Share of governance costs (Accountancy & Book-keeping)	8,355	8,416
	<u>364,278</u>	<u>346,873</u>
<b>Analysis by fund</b>		
Unrestricted funds	164,142	
Restricted funds	200,136	
	<u>364,278</u>	
<b>For the year ended 30 June 2021</b>		
Unrestricted funds		84,614
Restricted funds		262,259
		<u>346,873</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 2022

### 8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Chief Officer & Management	3	3
Service Delivery	10	8
Total	13	11

### Employment costs

	2022 £	2021 £
Wages and salaries	220,993	187,754

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

	Leasehold improvements £	Fixtures, fittings & equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 July 2021	37,113	175,229	17,593	229,935
Additions	-	12,387	-	12,387
At 30 June 2022	37,113	187,616	17,593	242,322
<b>Depreciation and impairment</b>				
At 1 July 2021	-	134,549	17,593	152,142
Depreciation charged in the year	-	16,031	-	16,031
At 30 June 2022	-	150,580	17,593	168,173
<b>Carrying amount</b>				
At 30 June 2022	37,113	37,036	-	74,149
At 30 June 2021	37,113	40,680	-	77,793

# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

### 11 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	31,496	57,423
Prepayments and accrued income	3,938	3,963
	<u>35,434</u>	<u>61,386</u>

### 12 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Other taxation and social security		2,547	2,121
Deferred income	13	-	3,333
Trade creditors		(64)	7,279
Other creditors		772	604
Accruals and deferred income		4,997	4,687
		<u>8,252</u>	<u>18,024</u>

### 13 Deferred income

	2022 £	2021 £
Other deferred income	-	3,333

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	-	3,333
Movements in the year:		
Deferred income at 1 July 2021	3,333	3,333
Released from previous periods	(3,333)	-
Deferred income at 30 June 2022	<u>-</u>	<u>3,333</u>

# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

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### 14 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022	2021
	£	£
Within one year	7,500	-
Between two and five years	30,000	-
In over five years	37,500	-
	<u>75,000</u>	<u>-</u>

The operating lease represents the 10 year lease of the charity's main premises, which includes a year 5 break clause. The lease includes a provision for five-yearly upward rent reviews, according to prevailing market conditions.

# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

### 15 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 2021	Incoming resources	Outgoing resources	Transfers	Balance at 30 June 2022
	£	£	£	£	£
Families First	22,223	12,491	(7,331)	(22,221)	5,162
Children in Need/Afasic/Backstage	62,563	17,978	(9,248)	(62,562)	8,731
Camden Trust	1,759	-	(374)	(1,385)	-
Cartrefi Conwy	1,463	-	(1,922)	459	-
Heritage Lottery	-	-	(276)	276	-
BFI Academy	-	-	(8)	8	-
Active Inclusion	28,095	36,260	(39,771)	(24,584)	-
Imagine/CCBC	-	36,000	(29,115)	-	6,885
GyM/Film Production	1,053	-	(910)	(143)	-
Uke a Bay	-	1,101	(1,062)	(39)	-
CCBC Youth	2,914	-	-	(2,914)	-
Arts Council Wales	23,827	-	(285)	(23,542)	-
Theatr Clwyd	156	-	-	(156)	-
Intermediate Care	3,464	-	(1,614)	-	1,850
Fusion Henry Jones	-	3,517	(288)	(3,229)	-
Kickstart Scheme	-	29,806	(20,626)	-	9,180
Transport For Wales	8,623	475	(4,847)	-	4,251
BFI Inclusion	7,874	75	(4,111)	-	3,838
Communities For Work	-	708	(83)	-	625
Digatref	-	473	(22)	(451)	-
NWLDPG	10,076	21,162	(2,314)	-	28,924
GWIL	6,201	60,596	(41,550)	(6,202)	19,045
North Wales Together	31,197	11,892	(4,983)	(28,260)	9,846
Blind Veterans	2,509	-	-	-	2,509
NWREN	3,967	1,473	(981)	(4,459)	-
BFI Podcast	82	-	-	(82)	-
MyPad	-	-	(6)	6	-
Fusion Films	1,526	-	-	(1,526)	-
CFW Covid	-	6,832	(5,007)	(1,825)	-
Media Club	-	1,200	(11,418)	18,523	8,305
Animations For All	-	4,870	(406)	-	4,464
Screenagers	-	29,032	(5,848)	-	23,184
Voice And Control	-	18,500	(5,891)	18,500	31,109
Winter Wellbeing	-	7,290	(528)	-	6,762
NEWCIS	-	1,843	(316)	-	1,527
Social Farms And Gardens	-	5,293	(496)	-	4,797
Urdd	-	2,240	(370)	-	1,870
Colwyn Bay Lumiere	-	5,000	(239)	-	4,761
Moondance Foundation	-	30,604	(1,462)	-	29,142
	<u>219,572</u>	<u>346,711</u>	<u>(203,708)</u>	<u>(145,808)</u>	<u>216,767</u>

# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2022

### 15 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.

**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.

**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.

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

**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.

**Communities For Work** - A film and photography project, documenting the activities of a group of people accessing support CFW. The project includes person-led creative evaluation sessions at the beginning and end of a CFW program.

**Digatref** - Ask Us Anything podcast developed and produced by young people experiencing homelessness.

# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

### 15 Restricted funds

(Continued)

**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.

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

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

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

**Media Club** - Funded by the North Wales Transformation Project – engagement and involvement in cross-media creative projects including filmmaking, audio projects, film programming and exhibition.

**Animations For All** - Funded through the Intermediate Care Fund administrated by CCBC and DCC. Bespoke animation activities with a focus on accessibility, inclusion and ongoing engagement.

**Screenagers** - Welsh Govt funding administrated by Conwy Youth Service. A multi-school, pupil-led workshop series in which young people were supported to developed screen-based creative projects, with a focus on mental health and wellbeing.

**Voice And Control** - Funded by the North Wales Transformation Project – a cross-media arts and engagement project with a core aim of amplifying the voices of learning-disabled adults, their ideas, and ambitions.

**Winter Wellbeing** - Weekly, Welsh Gov funded project supporting young people to produce a podcast and radio show (Wellbeing Radio) linked to the 5 ways to wellbeing.

**NEWCIS** - A song writing project working with young carers in Flintshire. Writing and recording original songs.

**Social Farms and Gardens** - Filmmaking project documenting social farm and garden community projects across Wales for their annual awards ceremony as well as to promote their work.

**Urdd** - An animation project set up to support young people to make short animation pieces linked to the 2022 Urdd.

**Colwyn Bay Lumiere** - Bay of Colwyn Town Council funded art, animation and film workshops to produce content for the 'That's my Bauble' projections (Dec 21) and a pilot Lumiere event in the Colwyn Bay in Dec 22/Jan 23.

**Moondance Foundation** - A grant to support the employment of Creative Inclusion team staff supporting new community engagement and volunteering opportunities.

# TAPE COMMUNITY MUSIC AND FILM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

### 16 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	85,886	83,728

The Charity conducts transactions personally with Neil Dunsire, 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.