

# ANNUAL REPORT



& ACCOUNTS 2023-24

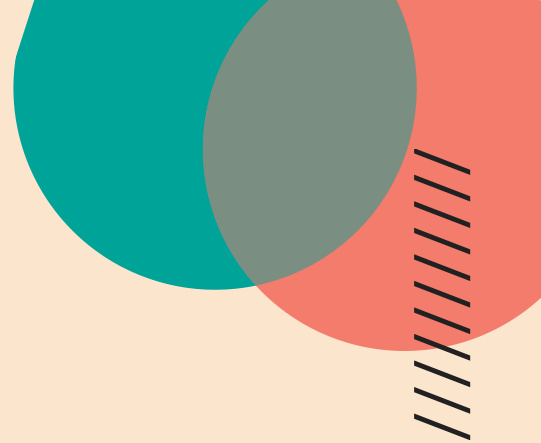
COMPANY NUMBER 08535690  
CHARITY NUMBER 1155551



TELLING REAL LIFE  
DIFFERENTLY



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# CODA DANCE COMPANY

## TRUSTEES' REPORT

## FOR YEAR END 31 MARCH 2024

The trustees, who are directors for the purposes of company law, present their annual report together with the financial statements of the charitable company for the year ended 31 March 2024, in compliance with s414C of the Companies Act 2006.

## REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name	CoDa Dance Company
Charity Registration No.	1155551
Company Registration No.	08535690
Registered Address	40 Laird Avenue Grays Essex RM16 2NP

## CHARITY TRUSTEES

Chairperson	Hayley Roffey	
Secretary	Sarah Adadi	
Trustee	Anne-Marie Aubrey	
	Daran Akintola	
	Victoria Busfield	
	Hannah Lockyer	(Maternity leave commencing 22 Nov 2022)
	Amanda Clements	(Resigned 21 November 2023)
	Emily McWhirter	(Resigned 21 November 2023)
	Emily Parkman	(Appointed 21 November 2023)
	Sandra Cottrell	(Appointed 21 November 2023)
	Carolyn Riozzie	(Appointed 7 February 2024)
	Liza Ward	(Appointed 7 February 2024)
	Emelyne Burkhard	(Appointed 22 May 2024)
	Rufaro Maposa	(Appointed 22 May 2024)

## ACCOUNTANTS

Holy Brook Associates,  
Curious Lounge,  
20 Tudor Road  
Reading, RG1 1NH



# OBJECTIVES

## CHARITY'S PURPOSE AND VALUES

**CoDa is an award-winning, socially driven, female & disability-led dance company telling real life differently.**

More than 10 million people in the UK live with a neurological condition and a further 850,000 people care for them. Every year, 600,000 people are newly diagnosed and it's estimated that one in six people in the UK will experience a neurological condition in their lifetime.

Despite this, CoDa's beneficiaries tell us that they feel unseen and hidden from the world. CoDa creates immersive dance experiences with, by and for neuro-disabled people that gets them moving, brings their symptoms and their stories to light, and challenges perceptions of conditions such as Multiple Sclerosis, Parkinsons and Acquired Brain Injury.

CoDa has a 11-year track record of creating site-specific, Extended Reality and stage productions, alongside workshop and education programmes. We are committed to working with marginalised people, with a particular focus on neurological conditions and those who would not otherwise access dance.

CoDa specialise in dance and neurology, delivering exceptional participatory projects in hospitals and communities for people that experience neurological conditions and disabilities, including (but not exclusively) Multiple Sclerosis, Parkinson's, and Acquired Brain Injury. We give people joyful and meaningful experiences that inspire creativity and curiosity.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.



# OBJECTIVES

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of CoDa Dance Company for the purposes of company law) are responsible for preparing the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

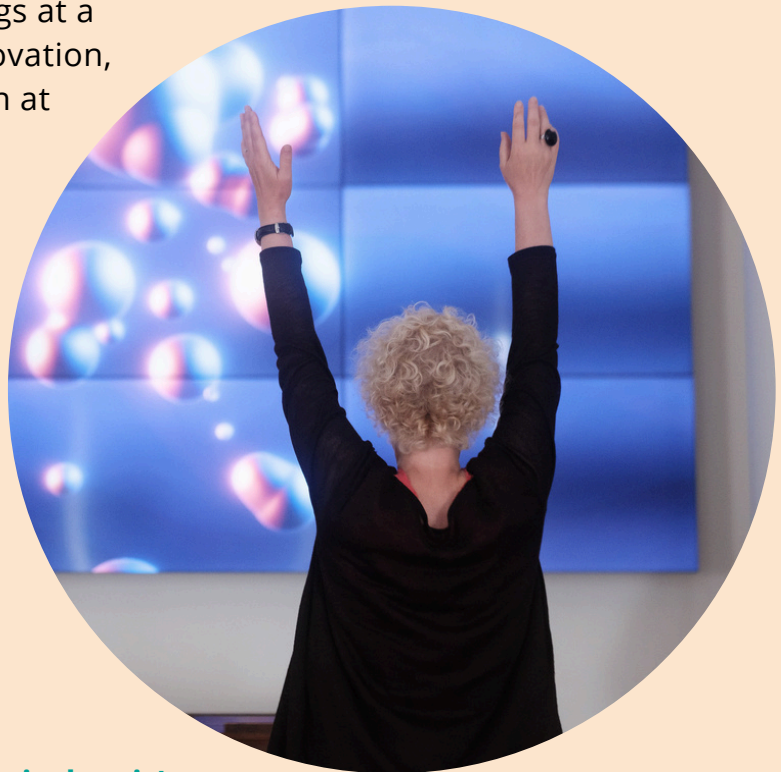
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed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

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

# ACHIEVEMENTS & PERFORMANCE

## PRODUCTIONS

In 2023/24 CoDa completed the research for its latest installation work, Don't Look Down, an interactive experience incorporating clever sensor technologies, stunning digital design, and virtual reality. With a concept created and delivered by CoDa's Artistic Director, Don't Look Down successfully fused contemporary dance with virtual and augmented realities in short digital dance films that illuminated the stories of the neurologically disabled Lived Experience Consultants (LECs) who collaborated on the project. A paper written by CoDa's Executive Director & Creative Producer about the process was published in Arts Professional and seen by over 300 people marking CoDa as a serious Company delivering art & technology. Subsequently CoDa was invited to present its findings at a Conference on Technology, Innovation, Entrepreneurship and Education at Cambridge University.



**"I don't know how you've done it, but it's like you've taken everything we said, our stories, what we told you. You've taken all that from our brains and put it there for everyone to see. It's like you've listened to everything we said and made something from it." LEC 2023**

Positive feedback from the initial testing of the work will inform CoDa's distribution of the installation, enabling people without direct experience of neurological conditions to get a glimpse into what it's like to live with some of the unusual symptoms of neuro-disabilities and extend their empathy and understanding as a result.

# ACHIEVEMENTS & PERFORMANCE

## OUR BENEFICIARIES

**225 workshops** were delivered across all CoDa Activities

**2,589 people took part** as participants in our workshops

**12 sessions were delivered to 788 under 19 year olds** including Dance and Tech Arts Outburst, Young Producer's Workshops and Youth Dance Workshops for Years 7,8,9 & 10

**1,636 Patients** with neurological conditions took part in dance and tech workshops live and online

**27 Freelance Artists and Collaborators** explored new ways of making work; created exciting new experiences for audiences to engage with dance and delivered first class workshops

**12 Volunteers** DfN volunteers from RHN and student placements supported us to deliver work throughout London and the South East

**63 specialists** attended presentations by CoDa on Dance and Neurology

**180 Audience Members** saw our work live as part of initial testing

**10 people** now sit on CoDa's Board

**4 Neurodisabled Lived Experience Consultants** supported us to steer our creative work

*"I just want to say thank you so much, I never see people smile and laugh the way you do and you have put a smile on my face. This place is often full of sadness and worry so you two are a breath of fresh air."*

**Patient family member**



# ACHIEVEMENTS & PERFORMANCE

## DANCE FOR NEUROLOGY

CoDa continued to expand its Dance for Neurology (DfN) programme during 2023/24, with 225 workshops delivered to 2,589 people, mainly patients & families with severe neurological conditions. There was a marked change in the impact of the work on hospital staff, with senior staff in particular seeing a change in patient behaviour and giving CoDa more support across the wards.



**“We have a cohort of patients with Huntington’s disease whose fixations and perseverations are reduced whilst they are engaged in the group. This has a long term positive impact on their health and wellbeing, not to mention the subjective reviews of enjoyment from individuals (including staff!).”**

**Kathryn Merrison, Occupational Therapist on Wellsley Ward RHN**



# ACHIEVEMENTS & PERFORMANCE

## DANCE FOR NEUROLOGY CONT...

Data analysis of participants on the wards showed an increase in uptake of the offer and more individual patients taking part in more sessions. CoDa's work was delivered to patients across Chatsworth, Devonshire, Haberdashers, Andrew Reid, Combs, Hunter Glyn, Wellesley, Wolfson and Drapers Wards.

**"It felt like I was floating. I had no pain. It was like I was having an out of body experience and my Parkinson's was gone."**

**"The one thing I'll never forget is how you helped me to dance. The way you helped us to use contact with each other - it was the only time of the week I was able to be touched by someone when it wasn't to stick a needle or a catheter in me. You've no idea how much those sessions meant to me."**

**Residential in-patient**

A further expansion of the inclusion of patients' families was also had, CoDa noting the positive impact on patient/family relationships & understanding of complex conditions. For many, the experience of being with family members in a non-medical context - and feeling the joy of movement / dancing was revelatory:

**"I'd go mad without it [dance sessions]. They use inspiring and inventive ways to encourage everyone to take part, including myself. I've also got to meet other patients on the ward and know them by name. It's a social lifeline, not just for Steve but also for me." Anne, partner of Steve (an RHN in-patient) who has severe mobility and communication issues**

As part of this programme, CoDa began to test how to deliver DfN workshops with the addition of the Creative Technologies developed during the R&D phase of Don't Look Down, further extending the Company's knowledge and expertise in this area. Artistic Director Nikki Watson also used the experience of families and patients moving together to begin work on CoDa's next project - Our World's Collide - which will be more fully researched in 2024/25.

# ACHIEVEMENTS & PERFORMANCE

## LIVED EXPERIENCE CONSULTANTS (LECS)

A key part of CoDa's work during 2023/24 was the continuing development of a group of Lived Experienced Consultants (LECs) able to inform, support and deliver with the Company. The Company invested in specific training and mentoring in arts practice, with the LECs being involved in the making and testing of Don't Look Down.

Teresa is one of CoDa's LECs, meeting CoDa during her rehab at Royal Hospital for Neurology where the Company delivers Dance for Neurology. Having spent four and a half months in intensive care with quadriplegic Guillain-Barré Syndrome, Teresa had to learn how to do everything all over again. The CoDa team came into the hospital several times a week, involving Teresa in the dance sessions.

**"It was very important for me when I was a patient for people to treat me like a human being, seeing me and not just what had happened to me. That's what CoDa do".**

As part of a group, CoDa started off by talking about their own experiences, finding that even though all had very different experiences, there were common links. All wanted to be seen. Gradually a small group of people were asked to be involved in feeding back on the work CoDa was making, with the feedback informing the next stage of the process.

Four LECs in 2023/24 became part of the CoDa team, giving invaluable insights into a range of processes undertaken by the Company. Plans for 2024/25 include recruiting a new cohort of LECs; bespoke training days and input in the operational side of CoDa.



# ACHIEVEMENTS & PERFORMANCE

## GROWTH & DEVELOPMENT

2023/24 saw another year of significant growth for CoDa as it delivered its first year as an Arts Council England National Portfolio Organisation (NPO). The Company undertook a sustained period of organisational and staff development, moving both the Artistic Director and Executive Director/Creative Producer to PAYE and developing its systems to underpin this. New Job Descriptions and Leadership Roles were also drawn up and discussed with the Board.

In 2023/24 CoDa undertook recruitment processes to grow the core staff team, bringing in a new Executive Assistant and developing a new General Manager role which was successfully recruited at the end of the financial year. CoDa's Marketing & Comms function was further enhanced through the addition of experienced marketing support and Executive support was brought to complete reporting requirements. In addition to this capacity building, CoDa was able to continue to employ more freelance artists than our previous year - 27 in all - a considerable achievement in the challenging environment our Sector continues to inhabit.





# ACHIEVEMENTS & PERFORMANCE

## NATIONAL PORTFOLIO ORGANISATION (NPO)

Our inclusion in ACE's prestigious National Portfolio (2023-26) is a significant milestone in our journey as a dance company and a recognition of our dedication to artistic excellence and pioneering digital dance works that challenge perceptions of disability. 2023/24 was the first year of this NPO programme.

CoDa successfully delivered on the majority of its stated Investment Principles and Activity Outcomes as set out in its NPO Funding Agreement. CoDa's successful NPO programme 2023/24 included:

- Training a team of Lived Experience Creative Consultants (LECs) to become Co-Creators - including induction, training and artistic input - upskilling them with skills for careers in the arts
- Working with LECs to train new staff to continue to deliver the quality work people have come to expect and experience from CoDa projects
- Identification of key regional and local stakeholders that could help amplify CoDa's work through new partnerships
- Staff training in CoDa's DfN methodology, Safeguarding for Vulnerable Adults, Breakaway training
- Contracting of an Environmental Responsibility consultant to support delivery in this area & set baseline data sets for future monitoring
- CoDa presenting its work at National Events eg Art // Tech // Play Conference run by Collusion at Cambridge Junction
- Developing diversity & skills of our Board
- Promoting and delivering our core DfN programme more widely with 2 community partners based in Thurrock and South Essex
- Immersive Installation - testing scalable touring productions - the installation and stand alone immersive experiences - as a new approach to making and touring dance
- Developing 1 day artist training (2x sessions) for 8 artists each covering DfN methodology
- Creating 2 digitally immersive interactive dance games (using VR/AR)
- Developing seminars for arts, health and tech professionals for delivery at conferences
- Setting up new systems of data collection and analysis

CoDa received a positive Annual Review of its work 2023/24 from its Arts Council England Relationship Manager, the Review recognising the growth in staff and governance capacity and CoDa's delivery of high quality work.

# STRUCTURE, GOVERNANCE & MANAGEMENT

## GOVERNING DOCUMENT

The charitable company is controlled by its governing document, the Memorandum and Articles, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## TRUSTEE SELECTION

We would like to welcome Sandra Cottrell, Emily Parkman, Liza Ward and Carolyn Riozzie to the Board of Directors.

We would like to thank Emily McWhirter and Amanda Clements for their time with CoDa, and wish them all the best for the future.

We continue to diversify our Board and Senior Leadership to further reflect the demographics of our participants and community. Of the 10 Trustees who volunteered their time and expertise for CoDa in the past year, 20% identify as being D/deaf and/or disabled, or having a long term health condition; 70% identify as female or non-binary; 10% as Black African; and were aged between 30-59.

## ORGANISATIONAL RISK MANAGEMENT

The Board of Trustees, with the Artistic Director (AD), Executive Director, and the staff team, keep organisational risk under review and mitigate risk with a range of measures including: insurance, planning, performance monitoring, policies, and procedures. To meet contractual and legal obligations and deliver operational objectives, the Board agrees the broad annual programme, plans, and budget, and monitors performance during the year.



# STRUCTURE, GOVERNANCE & MANAGEMENT

## ORGANISATIONAL RISK MANAGEMENT CONT.

The Trustees identified the following to be the key risks to the organisation 2023/24 along with the mitigating actions to be undertaken:

- **Rapid Company expansion:** As a new NPO with increased core funding, and a large Lottery funded project, CoDa expanded its delivery and took on new responsibilities. The AD, Executive Director/Creative Producer and Finance Manager became PAYE staff and a General Manager was recruited towards the end of 2023/24. Freelance fundraising and Executive support were also put in place. CoDa set up new internal processes to provide additional operational support and meet new reporting /legislative requirements
- **Delivering activity and reporting for two major funders:** that funded by the National Lottery Project Grant (NLPG) as well as that through Arts Council England National Portfolio Organisation (NPO) funding. CoDa sought additional support for its DfN work through developing partnerships at the Hospital and made a decision to begin its main NPO delivery activity half way through the year
- **Change in industry resources/cost of living:** CoDa met the risk of inflationary pressures including increase in resources required for production and the need to pay freelancers more by careful budgeting and increased fundraising
- **Board Recruitment:** CoDa recognised the need to develop its Board, recruiting four new Trustees over this period. The new Trustees brought in expertise in: Operational Management; Equality and Diversity; Lived Experience of Disability; Health and Social Care; Arts Leadership
- **Safeguarding:** With much of its activities aimed at individuals with neurological conditions, CoDa continued to understand the inherent Safeguarding risks involved. The organisation has a Safeguarding Policy and highly experienced, well-trained staff. Training and DBS checking is repeated annually. The AD has a Safeguarding Diploma and regularly refers to local policies to keep up with any legal changes. The new General Manager recruited towards the end of 2023/24 brings with her a wealth of experience from practice as a Social Work Practice Educator which will further support Company delivery into 2024/25.



# FINANCIAL REVIEW

CoDa has continued to experience exceptional growth, with income increasing by over 110% on the previous year. This impacts the charity's need to increase its reserves and unrestricted funding.

## FINANCIAL RISK MANAGEMENT

The Board of Trustees, with the Artistic Director and Finance Manager, keep funding risk under review and mitigate risk with a range of measures including: planning, performance monitoring, policies, and procedures.

Company activity programmes are mainly run with advance secured funding to ensure that any income risk is well managed. Residual risk is assessed and informs the Reserves Policy, which includes financial and non-financial risks.

Risk that funding will not cover core costs is mitigated by ensuring the Project Funding has contributions to core costs and securing core funding (from People's Postcode Trust and, ACE as NPO). CoDa will continue to develop the programme in a way that diversifies our income from a range of funders including: Arts Council England, National Lottery Community Fund, People's Postcode Trust, City Bridge Trust, along with other trusts & foundations, statutory funders, and earned income from consultancy, workshops, and training. Projects are operated on a full-cost recovery basis to cover overheads and staffing not covered by core funding.

## RESERVES POLICY

The Reserves Policy aims to maintain reserves at the minimum level required to manage risk, support organisational resilience and enable investment in development. This supports strategic financial management and accountability. The Board of Trustees will at times designate funds from free reserves for significant project costs or replacement of major assets. As part of our NPO grant, we are building reserves to the minimum level (3 months), alongside building designated funds to cover redundancies in the unlikely event of the company "winding-up".

At 31 March 2024, the Unrestricted and undesignated funds of £47,392 are deemed sufficient to meet the reserves policy.

# FINANCIAL REVIEW

## FUNDS AVAILABLE

The Funds held at 31 March 2024 totalled £141,241 (2023: £81,157) of which £57,972 (2023: £73,039) related to Restricted funds. Unrestricted funds totalled £83,268 (2023: £8,118).

The Trustees have chosen to designate a proportion of unrestricted funds to a specific piece of work known as Don't Look Down, at the 31 March 2024, the funds designated were £35,875. Undesignated funds totalled £47,392.

## FUNDERS

We would like to extend our gratitude and thanks to our funders who make the work possible, and enable us to impact the lives of those who need us the most. Continued multi-year funding, and additional unrestricted Core funding from Arts Council England, National Lottery Community Fund, People's Postcode Trust and City Bridge Trust has enabled us to increase the number of people we reach in our DfN programme and the further development of the Don't Look Down installation assets. It has enabled the delivery team to grow, and allowed our AD to focus on internal talent development, and increase our facilitation team. We have managed to work on an increasing number of wards in RHN and with other London Hospitals as well as growing our work locally in Thurrock and South Essex.

Additional project funding from Thurrock CVS, Through Council and Essex Community Fund had supported CoDa to embed more of our work locally and supported us during this period of ongoing growth.



# FINANCIAL REVIEW

## THE FUTURE

Thanks to the generous support mentioned above, CoDa will further develop its work in dance, health, and immersive technologies over the next 3 years. The creation of innovative income-generating artistic assets will benefit the lives of our participants and ensure a sustainable future for the company.

Our Dance for Neurology programme will expand with new partners, with a specific focus on CoDa evidencing impact on patients health outcomes, increasing its delivery capacity and becoming 'commissioning ready' with NHS and Private Health providers to bring in income for its expertise. We will work to incorporate Extended Reality Technologies into the programme to further extend the patient experience.


Our Immersive Digital Dance Installation will develop a number of iterations able to tour to diverse settings including those aligned to health, arts and education - engaging and educating audiences in the complexities of neurological conditions. The development of distribution networks for this work will also bring in income.

CoDa will develop and implement comprehensive artist training to increase capacity and expertise in both Dance for Neurology and more generally in working with disabled artists and participants that will enrich the arts and health sectors.

Finally, we will develop new work that will result in a groundbreaking Mixed Reality Dance production, merging live in-person dance performance with cutting edge immersive technologies for the benefit of all who engage with it.

Approved by the trustees of the charity and signed on its behalf by:

Hayley Roffey, Chairperson





# INDEPENDENT EXAMINERS REPORT



## Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

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

## Basis of independent examiner's statement


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

## Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed,  
  
Rachel Eden

# STATEMENT OF FINANCIAL ACTIVITIES

## Statement of Financial Activities for the Year Ended 31 March 2024

Including Income and Expenditure Account & Statement of  
Total Recognised Gains and Losses for CoDa Dance Company

Income and Endowments from:	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and Legacies	2	137,526	-	137,526	2,638
Investment Income	3	1,199	-	1,199	28
Charitable Activities	4	26,030	157,146	183,176	147,194
<b>Total Income</b>		<b>164,755</b>	<b>157,146</b>	<b>321,901</b>	<b>149,860</b>
Expenditure on:					
Raising funds	5	180	-	180	191
Charitable activities	6	103,601	150,492	254,093	105,225
Governance costs	9	4,507	3,038	7,545	6,146
<b>Total Expenditure</b>		<b>108,288</b>	<b>153,530</b>	<b>261,818</b>	<b>111,562</b>
<b>Net (expenditure) / income for the year (before other gains / (losses))</b>		<b>56,467</b>	<b>3,616</b>	<b>60,083</b>	<b>38,298</b>
<b>Total funds brought forward</b>		<b>8,118</b>	<b>73,039</b>	<b>81,157</b>	<b>42,859</b>
<b>Transfer between funds</b>		<b>18,683</b>	<b>(18,683)</b>	<b>-</b>	<b>-</b>
<b>Total funds carried forward</b>		<b>83,268</b>	<b>57,972</b>	<b>141,240</b>	<b>81,157</b>

The statement of financial activities includes all gains and losses in the year.  
All incoming resources and resources expended derive from continuing activities.

The Notes on pages 22 to 32 form part of these Financial Statements.

# BALANCE SHEET

## CoDa Dance Company Balance Sheet as at 31 March 2024

				2024	2023
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
<b>Fixed assets</b>					
<b>Tangible assets</b>	10	1,554	-	1,554	-
<b>Current assets</b>					
<b>Debtors</b>	11	228	101	329	381
<b>Cash in hand at bank</b>		82,824	57,871	140,695	81,273
<b>Creditors: Amounts falling within one year</b>	12	(1,338)	-	(1,338)	(497)
<b>Net current assets</b>		<b>81,714</b>	<b>57,972</b>	<b>139,686</b>	<b>81,157</b>
<b>Net assets</b>		<b>83,268</b>	<b>57,972</b>	<b>141,240</b>	<b>81,157</b>
<b>Funds of the charity:</b>					
<b>Unrestricted funds</b>	13			83,268	8,118
<b>Restricted funds</b>	13			57,972	73,039
<b>Total funds</b>				<b>141,240</b>	<b>81,157</b>

### Directors Responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.



# BALANCE SHEET CONT...

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the provisions of the Statement of Recommended Practice '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) issued in October 2019 by the Charity Commission.

The financial statements on pages 19 to 20 were approved by the trustees and signed on their behalf by:

Hayley Roffey, Chairperson

The Notes on pages 22 to 32 form part of these Financial Statements.



# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

## 1. Accounting Policies

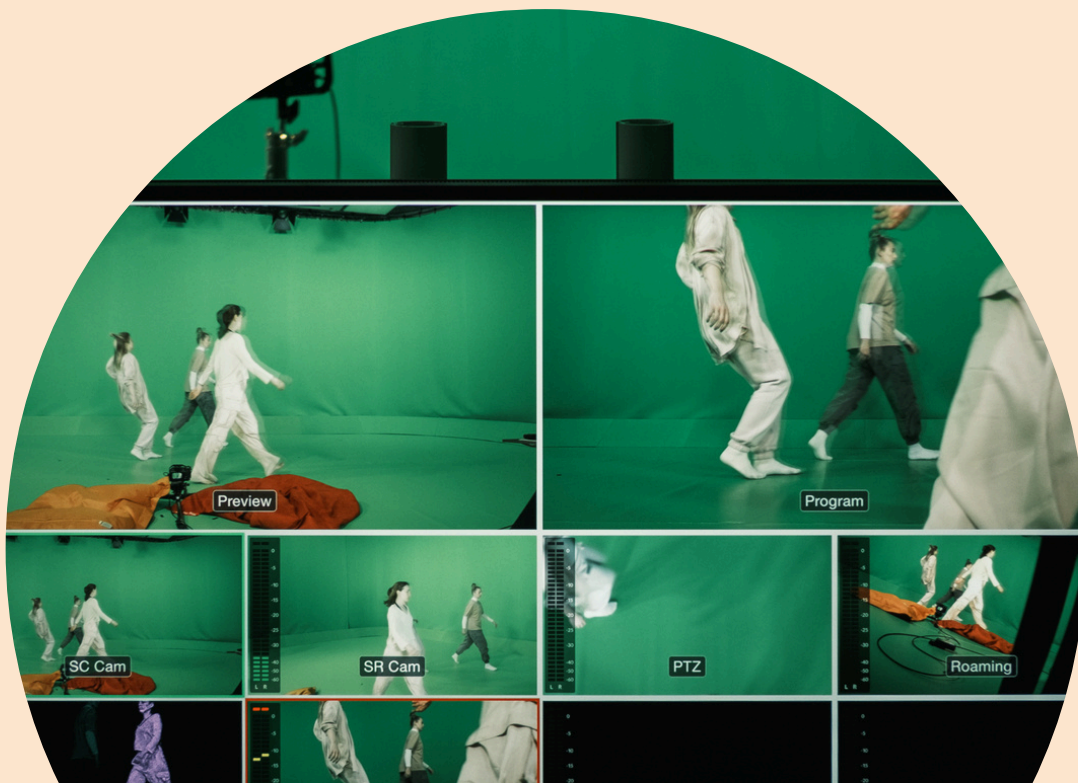
The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

### (a). Basis of Preparing the Financial Statement

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### (b). Going Concern.

At the time of approving the accounts, 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 preparation of the accounts.



## **(c). Incoming Resources**

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

The following policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

## **(d). Resources Expended**

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

Charitable Expenditure which comprises those costs which are incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Costs of generating voluntary income are those incurred in seeking voluntary income.

Governance costs are those incurred in meeting the charity's constitutional and statutory requirements. They include the Independent Examination fees and other costs linked to the strategic management of the charity.

All other expenditure has been allocated to the headings in the SOFA on the basis of the time spent by the executive officer.

## **(e). Taxation**

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

## **(f). Defined Contribution Pension**

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligations. The contributions are recognised as an expense in the Statement of Financial Activities when they fall due. Amounts that are not paid are shown in creditors as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in independently administered funds.

## **(g). Fixed Assets**

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors.

## **(h). Debtors**

Trade debtors, prepayments and other debtors are valued at the amount paid in respect of future accounting periods.

## **(i). Cash At Bank And In Hand**

Cash at bank and in hand include cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or openings of the deposit or similar account.

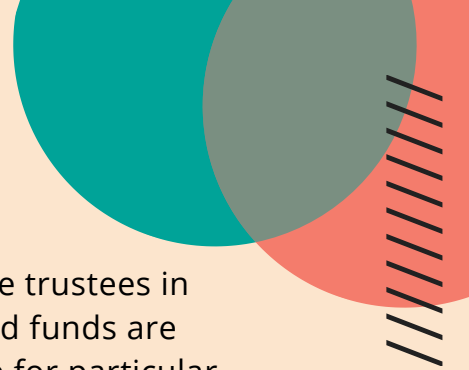
## **(j). Creditors**

Trade creditors, accruals and other creditors are recognised when there is an obligation at the year-end as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement and the amount of settlement can be estimated reliably.

## **(k). Financial Instruments**

The company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors.





## (I). Fund Accounting.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

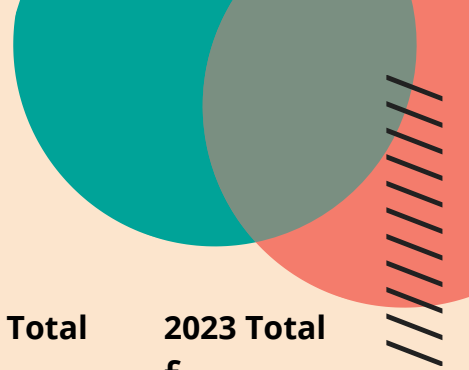
Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Provision is made in the majority of restricted funding streams for management and administration costs. These costs are borne within unrestricted funds and then an appropriate transfer is made in accordance with the funding agreement.

## 2. Donations

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Arts Council NPO	137,500	-	137,500	-
Local Giving	-	-	-	1,423
Co-Operative Society	-	-		1,186
Amazon Smile	26	-	26	26
Donr Ltd				3
	<hr/> 137,526 <hr/>	<hr/> <hr/>	<hr/> 137,526 <hr/>	<hr/> 2,638 <hr/>

## 3. Investment Income

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Investment Income	1,199	-	1,199	28



## 4. Income from charitable activities

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Arts Council England	-	55,272	55,272	55,273
Essex Community Foundation	-	3,000	3,000	-
City Bridge Trust	-	2,400	2,400	10,560
National Lottery Community Foundation	-	9,2504	9,2504	75,556
Workshop Fees	980	3,970	4,950	725
VSDF Community Foundation	-	-	-	4,000
Albert Hunt Foundation	-	-	-	1,000
Postcode Lottery	25,000	-	25,000	-
Other Revenue	50	-	50	80
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>26,030</b>	<b>157,146</b>	<b>183,176</b>	<b>147,194</b>
	<hr/>	<hr/>	<hr/>	<hr/>

## 5. Raising Funds

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Fundraising Support Costs	-	-	-	95
Local Giving Fee	180	-	180	191

## 6. Expenditure on Charitable Activities

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
Staff Costs	60,022	34,537	94,559	-
Contractor Costs	25,856	82,691	108,547	91,866
Training	115	1,098	1,213	455
Travel & Expenses	6,524	4,730	11,254	4,832
Admin & Stationery	816	7	823	138
Access Costs	8,771	10,491	19,262	350
Evaluation	-	2,002	2,002	-
Consultancy	-	6,300	6,300	5,250
Volunteer Costs	-	4,710	4,710	159
Subscriptions	642	764	1,406	1,188
Costume, Set & Materials	158	3,162	3,320	781
Marketing	217	-	217	206
Rent	480	-	480	-
<b>Total charitable expenditure</b>	<b>103,601</b>	<b>150,492</b>	<b>254,093</b>	<b>105,225</b>

## 7. Trustee Remuneration

No trustees received any remuneration during the year (2023: Nil). Trustee expenses totalled £124 (2023: £nil) for the year ending 31 March 2024.

## 8. Employee & Contractor Costs

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Wages &amp; Salaries</b>	87,363	-
<b>Employers NI</b>	4,881	-
<b>Pension Costs</b>	2,315	-
<b>Total Staff costs</b>	<b>94,559</b>	<b>-</b>

The average number of full time equivalent employees during the year was 2 (2023 - nil). The average headcount of employees during the year was 2 (2023 - nil). No employees received emoluments exceeding £60,000 per annum (2023 - none).

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024 Total</b>	<b>2023 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Facilitators</b>	225	35,517	35,742	28,045
<b>Core</b>	-	-	-	27,180
<b>Marketing Manager</b>	6,300	6,705	13,005	-
<b>Company Manager</b>	12,818	10,544	23,362	2,456
<b>Project &amp; Admin Manager</b>	-	-	-	765
<b>Collaborators</b>	2,150	13,271	15,421	4,420
<b>Producer</b>	-	14,104	14,104	24,900
<b>Dancers</b>	4,363	2,550	6,913	4,100
<b>Total</b>	<b>25,856</b>	<b>82,691</b>	<b>108,547</b>	<b>91,866</b>

The average number of persons employed as contractors by the charity during the year was as follows:

	<b>2024</b>	<b>2023</b>
<b>Average number of contractors</b>	9	7
<b>Average headcount expressed as a full-time equivalent</b>	4	2.36



## 9. Governance Costs

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
<b>Accountancy &amp; Independent Examination</b>	3,524	2,634	6,158	2,901
<b>Insurance</b>	404	404	808	793
<b>Depreciation</b>	455	-	455	2,452
<b>Trustee Expenses</b>	124	-	124	-
	<b>4,507</b>	<b>3,038</b>	<b>7,545</b>	<b>6,146</b>

## 10. Tangible Fixed Assets

Cost	Fixtures & Fittings £	Total £
At 1 April 2023	7,847	7,847
Additions	2,009	2,009
At 31 March 2024	9,856	9,856
<b>Depreciation</b>		
At 1 April 2023	7,847	7,847
Charge for the year	455	455
At 31 March 2024	8,302	8,302
<b>Netbook Value</b>		
At 31 March 2024	1,554	1,554
At 31 March 2023	-	-

## 11. Debtors: amounts falling due within one year

	2024 £	2023 £
<b>Trade Debtors</b>	-	-
<b>Prepayments</b>	<b>329</b>	<b>381</b>
	<b>329</b>	<b>381</b>

## 12. Creditors: amounts falling within one year

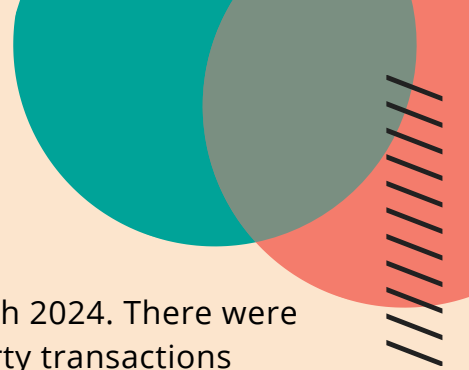
	2024 £	2023 £
Trade Creditors	672	97
Pension payable	66	-
Accruals	600	400
	<b>1,338</b>	<b>497</b>

## 13. Movement in Charity Funds

	Opening Funds £	Income £	Expenditure £	Transfers between funds £	Closing Funds £
<b>Unrestricted Funds</b>					
General Fund	8,118	122,960	(92,871)	9,186	47,393
Designated - Don't Look Down Fund	-	41,795	(15,417)	9,497	35,875
<b>Total Unrestricted Funds</b>	<b>8,118</b>	<b>164,755</b>	<b>(108,288)</b>	<b>18,683</b>	<b>83,268</b>
<b>Restricted Funds</b>					
City Bridge Trust	386	2,400	(525)	(2,261)	-
National Lottery Community Fund	34,278	92,504	(62,966)	(5,844)	57,972
Arts Council England Project Installation 22/23	38,375	62,242	(90,039)	(10,578)	-
<b>Total Restricted Funds</b>	<b>73,039</b>	<b>157,146</b>	<b>(153,530)</b>	<b>(18,683)</b>	<b>57,972</b>
<b>Total Funds</b>	<b>81,157</b>	<b>321,901</b>	<b>(261,818)</b>	<b>-</b>	<b>141,240</b>

Transfers between funds represent donations agreed with funders towards general running costs of the charity.

The Trustees designated a proportion of the Arts Council NPO funding to the Don't Look Down project, this funding will be used for the creation and subsequent touring of the new work created by Coda Dance Company.



## 14. Related Party Disclosures

Trustee expenses of £124 were claimed in the year to 31 March 2024. There were no expenses claimed in 2023. There were no other related party transactions during the year.

## 15. Ultimate Controlling Party

There is no ultimate controlling party at the balance sheet date.

## 16. Company Limited by Guarantee

CoDa Dance is a Company limited by guarantee. The liability of each member is limited to £10 by guarantee.

## 17. Prior Year Net Assets by Fund

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £
<b>FIXED ASSETS</b>				
Tangible Assets	10	-	-	-
<b>CURRENT ASSETS</b>				
Debtors	11	280	101	381
Cash at Bank & In Hand		8,255	73,018	81,273
<b>CREDITORS</b>				
Amounts Falling Due Within One Year	12	(417)	(80)	(497)
<b>NET CURRENT ASSETS</b>		<b>8,118</b>	<b>73,039</b>	<b>81,157</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>8,118</b>	<b>73,039</b>	<b>81,157</b>
<b>NET ASSETS</b>				
<b>FUNDS</b>				
Unrestricted Funds	13			8,118
Restricted Funds	13			73,039
<b>TOTAL FUNDS</b>				<b>81,157</b>

Please note: We use peach coloured backgrounds on all of our documents because this colour can be beneficial for readability, particularly for neurodivergent people and people with dyslexia.



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