

PRISM ARTS

England & Wales · Charity number 1159797

Details

Status Registered

Legal form CIO

Registered 2015-01-06

Register [View on the Charity Commission register](#)

Contact

Address Central Methodist Hall
5 Market Street
Carlisle
CA3 8QJ

Phone 01228587691

Email office@prismarts.org.uk

Website www.prismarts.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE:1) THE ADVANCEMENT OF EDUCATION THROUGH THE MEDIUM OF CREATIVE ARTS;2) TO RELIEVE THE NEEDS AND PROMOTE SOCIAL INCLUSION OF PERSONS WHO ARE SOCIALLY EXCLUDED BY REASON OF THEIR DISABILITY, AGE OR ILL HEALTH, BY THE PROVISION OF THE CREATIVE ARTS WITH A VIEW TO OVERCOMING BARRIERS TO INCLUSION INTO SOCIETY.

Activities: Prism Arts is an inclusive arts organisation. This means that we set up and run arts projects that are fully accessible to all. Our priority is to develop projects that enable disabled people, young people and older people to engage in the arts. Our projects are always delivered by professional artists; this means that the quality of our work is very high.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training, Disability, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups

Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£299,861	£328,677	-	-
2024-03-31	£263,171	£258,201	-	-
2023-03-31	£241,274	£238,474	-	-
2022-03-31	£264,099	£249,490	-	-
2021-03-31	£271,097	£232,353	-	-

Trustees

Name	Role	Appointed
Conor James Pitcher		2024-03-28
Juliet Joy Fellows-Smith		2024-11-28
Sarah McGrath		2022-07-14
Sonny Smith		2021-11-24
Verity Georgina Shillabeer		2024-07-25
Vincent Walden		2021-11-24

PRISM ARTS

England & Wales - Charity number 1159797

Accounts

CHARITY COMMISSION

Prism Arts CIO

Registration number: 1159797

**Annual Report and Financial
Statements**

31 March 2025



Prism Arts CIO

Contents

Reference and Administrative Details	1
Trustees' report	2
Trustees' responsibilities	15
Independent examiner's report	16
Statement of financial activities	17
Balance sheet	18
Notes to the financial statements	19

Prism Arts CIO
Reference and Administrative Details

Charity name	Prism Arts CIO
Charity registration number	1159797
Principal office	Central Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Registered office	Central Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Trustees	V Walden, co-chair S Smith J Gilbert T Hayes (Resigned 25 July 2024) S McGrath, co-chair C J Pitcher J Fellows-Smith (Appointed 28 November 2024) V Shillabeer (Appointed 25 July 2024)
Solicitor	Burnetts 6 Victoria Place CARLISLE CA1 1ES
Accountant	Dodd & Co Limited FIFTEEN Rosehill Montgomery Way Rosehill Estate CARLISLE CA1 2RW
Bankers	CAF Bank Ltd 25 Kings Avenue Kings Hill WEST MALLING ME19 4JQ Cumberland Building Society Cumberland House Cooper Way Parkhouse CARLISLE CA3 0JF

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2025

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing Document

Prism Arts is a Charitable Incorporated Organisation (CIO). The charity was established by a trust deed dated 10th January 1992 and is governed by its constitution dated 26th March 1992 and addendum dated June 1996. The charity was re-registered as a CIO with the Charity Commission under the charity number 1159797 on 6 January 2015.

1.2 Recruitment/Induction and Training of Trustees

The charity is supported by a board of trustees with expertise, knowledge, and experience. Prism Arts has an open recruitment process for prospective trustees involving a personal statement, meeting the Chair and Director, and attending a Board meeting as an observer. To address diversity, a clear plan had been developed in 2024. New trustees receive an induction pack and are invited to events, workshops, and training opportunities. Easy Read training is underway, and all documents will be available in this format by 2025.

1.3 Organisational Structure 2024/25

The Board held quarterly meetings (4 in total). The Trustees' responsibilities included overseeing strategic direction, finance, risk management, performance measurement, funding requirements, safeguarding, and policies. The Director reported to the Trustees at board meetings and served as a non-voting member of the Board. The Director outlined the operational strategy for the year in response to key areas of risk, such as the cost-of-living crisis and business priorities and was responsible for the day-to-day management of the charity. The Finance and Operations Director attended board meetings to present quarterly accounts and finance reports. The Co-Creative Programme Directors, now also attend alternate board meetings to report on creative programme strategy and development.

The Trustees maintained oversight of HR, health and safety, inclusion, performance, environmental sustainability, safeguarding, and relationships with key funders and stakeholders. The Director was responsible for developing the Prism Arts Business Plan for 2024-25, including collaborating with the board to agree on SMART targets, Key Performance Indicators, and finance targets for 2024/25. In the final quarter of 2024/5 the Interim Director led an inclusive consultation process with all our internal stakeholders which also considered the priorities of key external stakeholders in order to re-evaluate our strategic framework and 3 Year Business Plan 2025-2028. This work is nearing its conclusion. All members of the Senior Management Team have attended board meetings, delivering reports and presenting progress.

1.4 Risk Management

The organisation reported risks quarterly using a Risk Register and the Director's Report. The Finance and Operations Director managed this process. The Risk Register covers strategic areas of risk and assesses risk rating, including Governance, Operations, Finance, and External and Environmental risk. Prism Arts was rated as a low-risk organization by the Arts Council of England. All relevant policies and procedures were updated and approved to ensure compliance and safeguarding responsibilities were met. The Finance and Operations Director manages the quarterly meeting and policy approval cycle to oversee this process.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2025

Key Areas of Risk 2024/25:

External Financial Risk: The ongoing cost of living crisis has continued to impact our fundraising efforts. We have recruited a new Fundraising Manager, who commenced at Prism Arts in April 2024.

Cost of Living Crisis and Post-Pandemic Recovery: Prism Arts has expanded face-to-face delivery and maintained contact with individuals, families, and carers. Home visits were introduced for people unable to attend sessions due to mental health issues. The charity also commissioned specific projects to engage and support new people, led by the Participant Support Lead and funded by the National Lottery Community Fund.

Capacity and Resources, Recruitment, and Retention: A review will be completed in 2024/25 to explore succession planning and staff progression. New pay scales and staff benefits have been developed to support staff progression and retention.

1.5 Related Parties

Key Partners

Arts organisations and Museums

- **Tullie House Museum and Arts Gallery:** a museum and art gallery, and fellow National Portfolio Organisation in Carlisle. Future Home and key cultural partner in Carlisle.
- **Carlisle Cathedral:** Major heritage and religious centre in Carlisle. Rest Under the Stars partner.
- **Creative People and Places:** West Coast. An arts council-funded programme developing community engagement and infrastructure in the arts in Copeland and Allerdale.
- **Access All Areas:** Transforming Leadership partnership, including **Theatre by the Lake Keswick**.
- **Jennifer Lauren Gallery:** Specialist Gallery passionately champions self-taught, disabled, and overlooked artists from around the world. Supported the team throughout the development of the Gallery and online Shop.
- **The Knotted Project:** Based in Cumbria, *The Knotted Project* makes theatrical events & experiences, with & for young people.
- **Everyone Here:** Creative People and Places partnership based in West Cumberland – West Cumberland Feasibility partner
- **Rosehill Theatre:** Theatre based in Whitehaven and a West Cumberland Feasibility Partner.

Specialist Organisations

- **Dawson Kaveney Associates** is an expert HR consultancy based in Carlisle. In 2022 Dawson Kaveney was commissioned to undertake a review of staffing following our restructure in 2020. This work was overseen by Trustees.
- **Thomas Jardine Associates** is a business growth consultancy in the North of England that supports businesses to achieve their goals. The firm will provide mentoring for our Chief Executive to ensure we stay in line with our vision, mission and values over the business planning period.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2025

Local Authorities

We ensure our work aligns with Cumberland Council's key local strategies, and proactively engage with developments relating to culture, health and wellbeing, Carlisle city centre regeneration and west Cumberland. The council, via the UK Government Shared Prosperity fund has supported Prism Arts with grants of £40,612 enabling us to deliver critical activity including our Yearbook and Artist Takeover. Prism Arts was appointed to the Cumberland Council day opportunities framework as service provider in late 2024.

Educational Partners

We worked with educational partners including schools, colleges and universities as well as those that specialise in supporting children with special educational needs, to engage new participants for our regular programmes and to shape the design of future activities in line with the needs of young people.

- **The University of Cumbria** is a university based in Carlisle, with campuses across Cumbria and in London, formed through the merger of several university campuses and art colleges. Working collaboratively to develop a new partnership agreement (Memorandum of Understanding)
- **Carlisle College**
- **James Rennie SEND School** (Carlisle)
- **Lakes College West Cumbria**

Networks

- **Cumberland Culture:** Arts and Cultural organisations working in Cumberland (New/ Emerging). Prism Arts attended workshops and supported the progression of the strategic programme.
- **Cumbria Art and Culture Network:** A county-wide network supporting artists and creative organisations.
- **Explorers Network (new)** is a national network of supported studio space and neurodivergent artists
- **Cumbria Local Enterprise Partnership (LEP) sector specialist panel.** We will work with the LEP to ensure Prism Arts' work supports the local cultural strategy and influences local priorities.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2025

2. FINANCIAL REVIEW

2.1 Investment Policy

Prism Arts invests funds (restricted and unrestricted) to meet charitable objectives. The Trustees have the power to invest in such assets as they see fit, in line with the charitable objectives and a responsibility to due care and diligence.

2.2 Reserves Policy Reviewed and approved November 2023

Prism Arts reserves consist of part of its unrestricted funds that are available to spend on any of the charity purposes. These funds are held to help the charity operate effectively. Prism Arts will hold reserves equal to 3 to 6 months of its expected yearly expenditure, as indicated in the budget and quarterly financial reports. These reserves are designated in our Annual Accounts. The reserves are intended to:

- Provide a minimum of 3 months of operating expenditure to allow the charity to seek new income sources if a current source is not renewed or if there is an unforeseen decline in income generation. During this time, Prism Arts will attempt to secure new funding sources or orderly close previously supported activities.
- Enable the charity to settle any contracts it is bound to and to compensate some or all of its employees with entitled redundancy pay depending on the availability of funds for continued operation.

Trustees monitor the reserves quarterly to ensure compliance with the above and to identify reasons for fluctuations that may cause the reserves to exceed or fall short of the required level. If reserves are below or above the target during the year, the Trustees will assess whether this is due to short-term situations or longer-term issues. In the latter case, action will be taken to replenish or spend the reserves.

The reserve level is monitored at every board meeting, which occurs quarterly. Currently, the reserves are mostly held in working capital and an investment bank account.

Trustees review the reserve policy annually, and a financial position and cash-in-bank update are provided quarterly at board meetings.

The Trustees' general designated reserves were £67,714 in line with the reserve policy. A further £80,000 was designated in the year towards the cost of purchasing future property. At the year end the charity also held £43,243 in unrestricted funds and had free reserves of £190,957.

Principal income and funding sources 2024/25 (in order of value)

Direct Payments income	£89,135
Arts Council England NPO	£51,544
Commissions	£46,498
UK Government Shared Prosperity Fund via Cumberland Council	£40,612
National Lottery Community Fund	£39,360
Garfield Weston Foundation	£25,000
Other Grants	£1,531
Donations	£1,415

Trustees' Report for the Year Ended 31 March 2025

Finance Overview: During the Cost-of-Living Crisis, our charity faced financial challenges. However, we have made progress in rebuilding our income. Direct Payments (fees for services) have now become our primary source of income, thanks to the continued growth of our Studio Programme (led by our Participant Support Lead), Direct payments income has returned to pre-pandemic levels. Additionally, our commission's (income for work delivered for a third party) income has increased over the past year as a result of work undertaken by our Creative Directors. We have received notable support from the Garfield Weston Foundation. It's important to note that the cost-of-living crisis has affected fundraising, as many trusts have redirected their funds to support those most in need.

3. OBJECTIVES AND ACTIVITIES

To develop and strengthen the charity: We developed:

A new **Equality and Diversity Action Plan and Policy:** This is now in place and the action plan is being actively pursued.

A new **Environmental Sustainability Action Plan and Policy** Led by our Finance Director we have now approved a dynamic and deliverable approach to reducing our carbon footprint. We received a quality mark for this work in 2024.

4. PUBLIC BENEFIT: In 2024/25 we met our Charitable Objectives

Our Charitable Objectives (CIO):

- The advancement of education through the medium of creative arts.
- To relieve the needs and promote social inclusion of persons who are socially excluded because of their disability, age, or ill health, by the provision of the creative arts to overcome barriers to inclusion into society.

Our Vision is A society where learning disabled and neurodivergent people can express their experiences and insight creatively, making powerful, high-quality work that is shared, recognised and respected.

Our audience and beneficiaries:

- Adults with Learning Disabilities (19+)
- Young People with Disabilities (11-25)
- Neurodivergent Adults (19+)

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2025

Location of our work:

Prism Arts is located in Carlisle, and most of our beneficiaries live here. We have been focusing on delivering creative programs with Lakes College in West Cumbria as part of the core SEND curriculum. We are also working to build and maintain relationships with key councillors and staff in Cumberland Council.

Advisory Board:

Our Advisory board was launched in September 2023, following a period of research, trips visits and conversations with other arts charities and artists. The board comprises 6 members. A delegated member reports to the board.

Staff Training:

- Mental health first aid
- Disability equality
- Easy read
- Communications
- Project artwork

Marketing and Comms:

A very positive year, with the Communications Lead in post achieving significant improvements to the website and ongoing engagement in social media traffic.

- 13 blogs (483 engagements)
- 30 other web based interactions (13,047 engagements)

Headline Data: 2024/25

Prism Arts has progressed our vision of Arts without Barriers through a strategic programme which has developed and sustained creative opportunities for learning disabled and neurodivergent (LDND) people in our region. This year we have focused on the depth and quality of our services, engagement of LDND people across the charity and increased engagement by young LDND people.

In 2024/25 a key priority was to strengthen our core Studio Programme, but also to expand creative opportunities for young people. As part of this work, we have continued to develop 1 new Studio Programme strand for young people leaving school and college called Studio Lift-Off, We have also continued to work in 2 SEND schools/colleges. We offered new taster sessions and an Easter School enabling us to reach and support young people.

- The number of attendances across all workshops: 2,142 (of which 933 were aged between 11-19)
- The number of workshops: 198

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2025

Programme Data

Delivery programme: Artist Development and Studio Programme

- Our team delivered over 988 hours of creative engagement with LDND creatives.
- Number of workshops: 198
- We individually supported the progression of over 120 neurodivergent adults and young people. We held creative workshops for 70% of the year...
- We engaged 17 professional artists to deliver workshops to add depth and quality to our core programmes, delivering skills development, and production of development of new work.
- The **Prism Shop** is active online, allowing 7 LDA artists to sell their work and earn money from every purchase
- The **Prism Gallery** is online, showcasing the work of 24 Artists to a national audience.

Young People

- Young People: Almost 44% of workshop attendances (or 933) were neurodivergent young people aged between 11-19. We continue to expand our new Studio programme for young people called Studio Lift-Off
- We continued to deliver SEND creative programmes with Schools and Colleges in West Cumberland and Carlisle. Prism Arts is now part of the annual programme for both James Rennie and Lakes College.
- We delivered a range of taster sessions and delivered an Easter School which targeted young LDA people. Funded by The National Lottery Community Fund

Inclusion and Progression

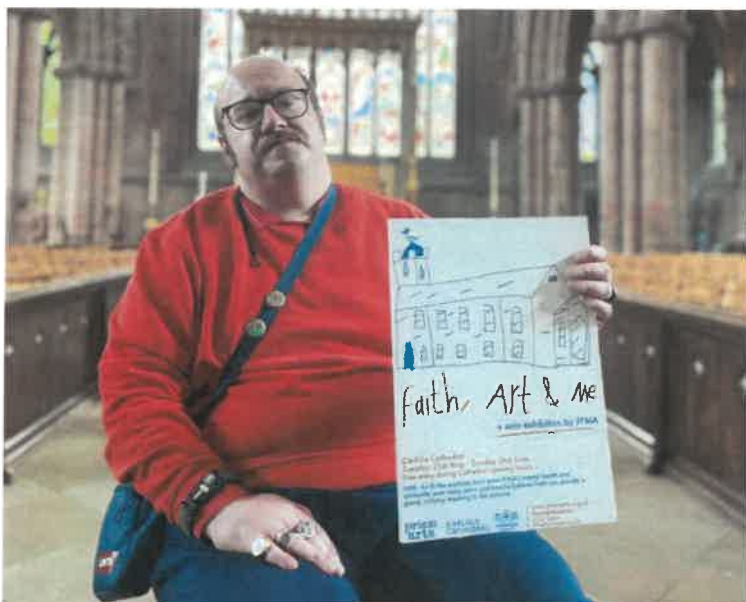
- See and Go See: We created new opportunities for our artists to visit exhibitions and performances across the region, including trips to Newcastle, Keswick, Whitehaven and Manchester, together with residencies in Nottingham.
- 2 Prism Artists developed leadership skills (in governance and workshop delivery) within the charity through a national programme called Transforming Leadership led by the London charity Access All Areas. (Funded by ACE via Access All Areas)
- The team continued to support 1 Prism Artist to attend and represent the charity on Tullie House Museum Community Board (Funded by TNLCF)
- Prism Arts Advisory Board, where 6 of our LDA studio artists met twice a term to engage in decision-making and reported to trustees at board meetings. (Funded by TNLCF)
- Staff progression: A trainee and mentoring programme in theatre was developed for 1 staff member to progress skills. (funded by the Backstage Trust)
- 1 paid internship programme was developed enabling 1 neurodivergent young person to access workplace opportunities and is now employed by Prism Arts (Funded by TNLCF)

Note: Funders highlighted against specific programmes. NPO and Garfield Weston Foundation underpinned the entire programme.

5. THE TRUSTEE REPORT:

ACTIVITY Overview and Highlights follows on Pages 9-14

“To show the world what and who I am”



Prism Creative, JYMA was chosen to show his work in a solo exhibition at Carlisle Cathedral during May & June 2024.

This exhibition focused specifically on JYMA's faith and artwork. As a local artist his work - created both at the Prism Studio and at home – explored his

creative and spiritual journey over many years, so the cathedral was a fitting and beautiful setting for his show. In JYMA's words:

“I want this exhibition to show the world what and who I am. I am a faithful, ethical person. If someone with autism can create all this, then you can too.”

JYMA is also a member of the performance group at Prism Arts and is a talented writer who is actively developing scripts. A year on he reports he is more confident after his exhibition and the respect and recognition he experienced because of it.

“The buildup to the exhibition, the preview night, and the reaction from the public who visited—it all fills me with pride”.

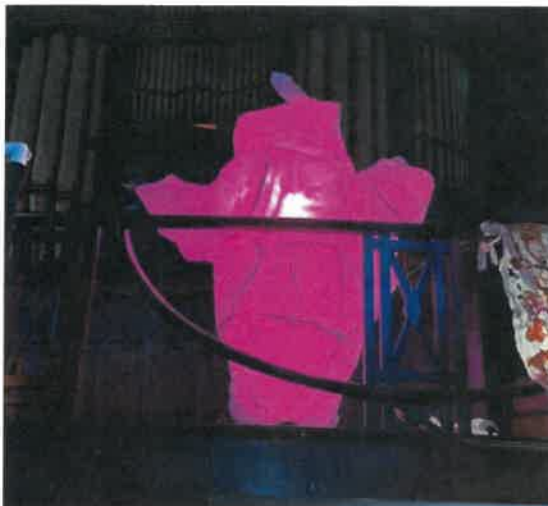


Championing inclusive practice across the region

We were delighted to be selected by Cumberland Council to benefit from the UK Government Shared Prosperity Fund which allowed Prism Arts to open its doors to share skills and expertise with artists across the region. The residency paired five emerging trainee artists with four experienced creative mentors to develop new skills in inclusive arts practice whilst supporting and collaborating with Prism Creatives. In addition, through hosting other artists, Prism Arts facilitators were able to demonstrate and model our ways of working whilst also gaining inspiration and insight from other professionals working in the creative industries.



All of this resulted in a vibrant and exciting experience which began in October 2024 and culminated in The Prism *Artist Takeover* event in early December when an exciting mix of music, sound, visual art, live



performance and interactive workshops transformed the Methodist Hall into an immersive space open to the public. Not only did the *Artist Takeover* residency offer Prism Creatives new encounters and experiences over its 3 month duration, but it also invested the practitioners who joined us temporarily with more skills to champion inclusive practice across Cumberland.

Exploring and Interpreting the World

Prism Arts continued to run a busy creative programme for learning disabled and neurodivergent people to learn about themselves, build confidence and express themselves throughout the year. As well as regular studio sessions, Prism ensured that our Creatives' work was shared and seen in a variety of ways. In addition to various exhibitions and performances, a book of artworks was published in July and a festive card was commissioned and sold in our shop at Christmas time.

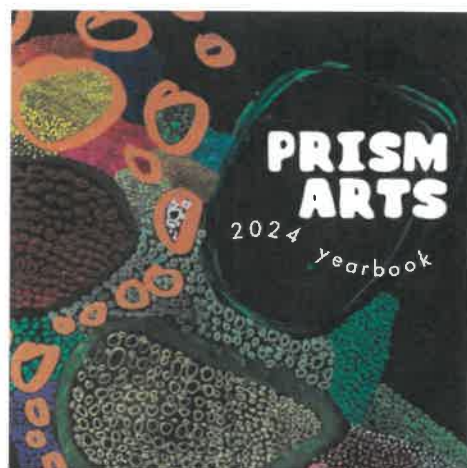


Prism Arts also supported our Creatives in experiencing cultural events produced by other disability arts organisations through supported visits and trips.

Last year, our Advisory Board attended a performance of *Romeo and Juliet* by Graeae Theatre Company at Theatre by the Lake in Keswick. 11 Creatives from our Studio Theatre group visited Rosehill Theatre to experience an accessible and immersive performance by *Frozen Light*, a theatre company specialising in multi-sensory work designed for audiences with profound and multiple learning disabilities.

Meanwhile, two visual arts studio members visited *Kaleidoscopic Realms*, an exhibition co-curated by Jennifer Gilbert and artist Christopher Samuel, held at Nottingham Castle. Other studio artists explored MIMA's (Middlesbrough Institute of Modern Art) large scale exhibition *Towards New Worlds*, which highlighted diverse sensory experiences and perspectives.

All these trips unlocked ways to reflect on, explore and interpret the world through art.



Creativity as a Catalyst for Personal Development

In 2024-25 Prism Arts continued to expand its reach so more learning disabled and neurodivergent people had access to the experiences and expertise we offer. We are particularly committed to working with young people in educational settings who will not have had the opportunity to work with specialist facilitators or be part of a community like ours.



This year we have been commissioned by James Rennie School (Carlisle) and Lakes College (Workington) to enrich their curricula and support SEND students to identify post-education ambitions and opportunities. Our workshops have ranged from dance, painting, drama, video art and printmaking because we believe and can demonstrate that creativity is a catalyst for personal development.

Easter Art Studio

FREE Two-Day Workshop for Young People with SEND

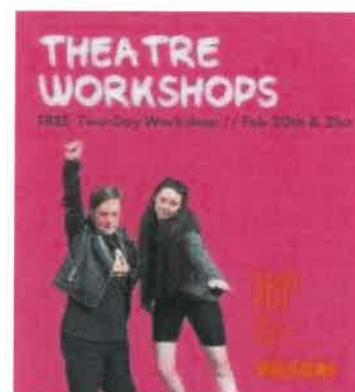


Prism Charity is excited to offer this unique, free opportunity for young people to develop their skills alongside professional artists, exploring fine art techniques in a supportive and enriching environment.

- April 16th & 17th
- 10 am - 2 pm
- Ages 14 - 19

Get in Touch:
01220 581491
office@prismarts.org.uk
PRISM
www.prismarts.org.uk

Our core studio programmes were also complemented by stand-alone taster events which drew young people into creative activities they may not have previously experienced. In the school holidays we hosted high-quality, welcoming



workshops to potentially light a creative flame for future learning disabled and neurodivergent artists and performers.

Determined to become Disabled-led

In 2024-25 the charity made far-reaching decisions that will affect the direction and scope of the organisation and secure the long-term viability of our work. With the approval and support of the Trust Board some key new appointments were made.

In April, Lisa Johnston joined us as Fundraising and Development Manager, demonstrating in her first year more success than the freelance consultants previously used. In October, two new Creative Directors joined the team. Whilst Col Conroy and Martin Swan have different fields of expertise and practice, both have been closely involved in a searching strategy review and business planning process which will guide Prism's programme in the future.

Prism is determined to become a disabled-led organisation and the charity's *Advisory Board* of Creatives is an important part of this development. Meeting regularly to help steer the organisation, here you see them in discussion with Prism's Interim Director as they are updated on progress towards goals they identified during the business planning process. Other Advisory Board initiatives this year have included a re-design of the Prism logo and house-font and commissioning a promotional video to explain the work of the charity.



Two members of the Advisory Board were selected to take part in the national programme *Transforming Leadership*. Catherine Quilter's focus was on artistic leadership and Michael Sheppard's was Governance. Both have been able to use their skills in a professional context throughout the year.

A place of energy, inquiry & invention

Prism Arts has been providing learning disabled and neurodivergent people with the means and opportunity to express themselves creatively and powerfully through the Arts since 1987.

Our premises in the Old Methodist Hall are a place of energy, inquiry and invention, hosting a lively programme where Prism Creatives can work on performance or visual arts projects. It also serves as a warm and welcoming community for those who attend regularly, offering opportunities for friendship and support which they may not be able to access otherwise.



Beyond our premises in Carlisle, Prism Arts is active across Cumbria and further afield. Our team work in schools and colleges, offer training to other professional organisations, contribute to national and regional networks, visit other venues for inspiration and collaborate with other artists and organisations to maximise our impact.



For a comparatively small charity, Prism Arts 'punches above its weight' delivering a wide variety of resources, support and experiences to our community of

Creatives. The 'wins' of 2024-5 would be impossible without the insight and generosity of our donors and supporters who recognise the value of what we do. An Annual Report cannot do justice to the whole year's work, but we hope the following pages give a flavour of what we have achieved.

Approved by the Trustees and signed on their behalf by:

S McGrath, Co-chair & Trustee
15 August 2025

V Walden, Co-chair & Trustee
15 August 2025

Prism Arts CIO

Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 as amended by the Charities Act 2022, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report to the Trustees of Prism Arts CIO

I report on the accounts of the charity for the year ended 31 March 2025, which are set out on pages 17 to 28.

Your attention is drawn to the fact that the Charity has prepared the financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act 2011 as amended by the Charities Act 2022; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Act

have not been met; or

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



Joanne Thomlinson FCA
Dodd & Co Limited
Chartered Accountants

15 August 2025

FIFTEEN Rosehill
Montgomery Way
Rosehill Estate
CARLISLE
CA1 2RW

Prism Arts CIO
Statement of Financial Activities for the Year Ended 31 March 2025

		Unrestricted Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	Note	£	£	£	£
Income and endowments from:					
Donations and legacies	2	77,959	81,503	159,462	147,864
Investments	3	4,766	-	4,766	3,420
Charitable activities	4	135,633	-	135,633	111,887
Total income		<u>218,358</u>	<u>81,503</u>	<u>299,861</u>	<u>263,171</u>
Expenditure on:					
Charitable activities		247,174	81,503	328,677	258,201
Total expenditure		<u>247,174</u>	<u>81,503</u>	<u>328,677</u>	<u>258,201</u>
Net (outgoing)/incoming resources before transfers		(28,816)	-	(28,816)	4,970
Transfers					
Gross transfers between funds		-	-	-	-
Net movements in funds		(28,816)	-	(28,816)	4,970
Reconciliation of funds					
Total funds brought forward		219,773	-	219,773	214,803
Total funds carried forward		<u>190,957</u>	<u>-</u>	<u>190,957</u>	<u>219,773</u>

The notes on pages 19 to 28 form an integral part of these financial statements.

Prism Arts CIO
Balance Sheet as at 31 March 2025

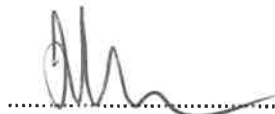
		2025		2024	
	Note	£	£	£	£
Fixed assets					
Tangible assets	11		11,896		11,336
Current assets					
Debtors	12	18,715		12,158	
Cash at bank and in hand		<u>168,702</u>		<u>213,173</u>	
		187,417		225,331	
Creditors: Amounts falling due within one year	13	<u>(8,356)</u>		<u>(16,894)</u>	
Net current assets			<u>179,061</u>		<u>208,437</u>
Net assets			<u>190,957</u>		<u>219,773</u>
The funds of the charity:					
Restricted funds			-		-
Unrestricted funds					
Unrestricted income funds			<u>190,957</u>		<u>219,773</u>
Total charity funds			<u>190,957</u>		<u>219,773</u>

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board on 15 August 2025 and signed on its behalf by:



V Walden, co-chair
Trustee



S McGrath, co-chair
Trustee

The notes on pages 19 to 28 form an integral part of these financial statements.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Accounting policies

Statement of compliance

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 as amended by the Charities Act 2022.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Basis of preparation

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

These financial statements have been prepared on a going concern basis.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Further details of each fund are disclosed in note 16.

Income and endowments

Donations and legacies including donations, legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

Income from Government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is recognised on a receivable basis.

Income received to fund projects is recognised as the project takes place. Project funding received in advance of a project taking place is deferred in the accounts. The trustees consider that although this may not be strictly in line with the SORP, this departure is necessary in order to ensure that the accounts show a true and fair view of the charity's affairs. Details of deferred income is provided in note 13 of the accounts.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs 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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment	15% reducing balance basis
----------------------------------	----------------------------

Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Donations and legacies				
Appeals and donations	1,415	-	1,415	4,111
Grants				
Arts Council England NW	51,544	-	51,544	51,544
Cumbria Community Foundation	-	1,531	1,531	2,000
The National Lottery Community Fund	-	39,360	39,360	35,432
Garfield Weston	25,000	-	25,000	25,000
Masonic Charitable Foundation	-	-	-	2,000
Cumbria Freemasons	-	-	-	2,000
ICS	-	-	-	902
Backstage Trust	-	-	-	9,879
UK Government Shared Prosperity Fund via Cumberland Council Year 1	-	-	-	14,996
UK Government Shared Prosperity Fund via Cumberland Council Year 2	-	15,550	15,550	-
UK Government Shared Prosperity Fund via Cumberland Council Year 3	-	25,062	25,062	-
	<u>76,544</u>	<u>81,503</u>	<u>158,047</u>	<u>143,753</u>
	<u>77,959</u>	<u>81,503</u>	<u>159,462</u>	<u>147,864</u>

Of the donations and legacies income in 2024 £85,557 related to unrestricted funds and £62,307 related to restricted funds.

3 Investments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Interest on cash deposits	4,766	-	4,766	3,420

All of the investment income in 2024 related to unrestricted funds.

Prism Arts CIO
Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

4 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Charitable activities				
Commissions	46,498	-	46,498	47,526
Studio Programme	89,135	-	89,135	64,361
	<u>135,633</u>	<u>-</u>	<u>135,633</u>	<u>111,887</u>

All of the income from charitable activities in 2024 related to unrestricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

5 Expenditure

	Charitable activities	Prism Arts	Commission	Studio Programme	Total 2025	Total 2024
	£	£	£	£	£	£
Direct costs						
Artist fees	-	1,950	26,098	4,816	32,864	22,738
Artist materials	-	1,774	1,858	3,164	6,796	3,973
Artist and participant travel	-	225	524	600	1,349	832
Equipment	-	490	792	546	1,828	563
Wages and salaries	-	40,594	14,305	69,481	124,380	70,886
Staff NIC (Employers)	-	-	668	3,243	3,911	2,151
Publicity costs	-	1,139	662	47	1,848	2,647
Sundry expenses	-	13	-	-	13	121
Travel and subsistence	-	5,616	705	48	6,369	2,857
Legal and professional fees	-	1,800	-	-	1,800	1,200
	-	53,601	45,612	81,945	181,158	107,968
Support costs						
Employment costs	-	91,481	-	-	91,481	93,755
Rent and utilities	-	27,210	-	-	27,210	25,762
Insurance	-	1,711	-	-	1,711	1,475
Telephone and internet	-	8,406	-	-	8,406	5,103
Office expenses	-	9,175	-	77	9,252	15,900
Trade subscriptions	-	1,958	-	-	1,958	1,276
Sundry expenses	-	691	221	59	971	810
Cost of trustee meetings	-	159	-	-	159	134
Accountancy fees	-	2,854	-	-	2,854	2,660
Payroll costs	-	907	-	-	907	935
Independent examiner's fee	-	650	-	-	650	650
Bank charges	-	60	-	-	60	60
Depreciation of plant and machinery	-	1,900	-	-	1,900	1,713
	-	147,162	221	136	147,519	150,233
	-	200,763	45,833	82,081	328,677	258,201

Of the expenditure in 2024 £212,890 related to unrestricted funds and £45,311 related to restricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

6 Governance costs

	2025	2024
	£	£
Cost of trustee meetings	159	134
Accountancy fees	2,854	2,660
Independent examiner's fee	650	650
Payroll costs	907	935
	<u>4,570</u>	<u>4,379</u>

7 Trustees' remuneration and expenses

No trustees received remuneration or expenses during the year.

8 Net (outgoing)/incoming resources

Net (outgoing)/incoming resources is stated after charging:

	2025	2024
	£	£
Depreciation of owned assets	<u>1,900</u>	<u>1,713</u>

9 Employees' remuneration

The monthly average number of persons (including senior management) employed by the charity during the year was as follows:

	2025 No.	2024 No.
Charitable activities	<u>12</u>	<u>10</u>

The aggregate payroll costs of these persons were as follows:

	2025	2024
	£	£
Wages and salaries	204,356	151,754
Social security	7,826	4,632
Other pension costs	5,636	2,800
	<u>217,818</u>	<u>159,186</u>

No employee received emoluments of more than £60,000 during the year.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

10 Taxation

The registered charity is exempt from taxation on income and gains.

11 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2024	20,306
Additions	2,462
As at 31 March 2025	<u>22,768</u>
Depreciation	
As at 1 April 2024	8,972
Charge for the year	1,900
As at 31 March 2025	<u>10,872</u>
Net book value	
As at 31 March 2025	<u>11,896</u>
As at 31 March 2024	<u>11,334</u>

12 Debtors

	2025 £	2024 £
Trade debtors	<u>18,715</u>	<u>12,158</u>

13 Creditors: Amounts falling due within one year

	2025 £	2024 £
Accruals and deferred income	<u>8,356</u>	<u>16,894</u>

14 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £5,636 (2024 - £2,800).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

15 Related parties

Controlling entity

The charity is controlled by the trustees.

16 Analysis of funds

	At 1 April 2024	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
Designated Funds				
Designated funds	67,714	-	-	67,714
Property fund	80,000	-	-	80,000
	<u>147,714</u>	<u>-</u>	<u>-</u>	<u>147,714</u>
General Funds				
General funds	10,613	84,547	(161,403)	(66,243)
Training	11,090	-	-	11,090
Commissions	45,783	47,356	(30,283)	62,856
Studio Programme	4,573	86,455	(55,488)	35,540
	<u>72,059</u>	<u>218,358</u>	<u>(247,174)</u>	<u>43,243</u>
Restricted Funds				
Studio Programme	-	42,143	(42,143)	-
Lottery Community Fund	-	39,360	(39,360)	-
	<u>-</u>	<u>81,503</u>	<u>(81,503)</u>	<u>-</u>
	<u>219,773</u>	<u>299,861</u>	<u>(328,677)</u>	<u>190,957</u>

Studio Programme Fund: This funding is to support the launch of a new studio programme (Studio Lift Off) and to provide a pilot artists residency and training programme.

Lottery Community Fund: This funding is to provide new, sustainable opportunities for people with disabilities to access services through partnership working with disability specialist organisations.

Designated funds: see the reserves policy on page 5.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

Prior period

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Designated Funds					
Designated funds	67,714	-	-	-	67,714
Property fund	-	-	-	80,000	80,000
	<u>67,714</u>	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>147,714</u>
General Funds					
General funds	103,238	105,205	(117,964)	(79,866)	10,613
Training	11,090	-	-	-	11,090
Commissions	25,770	51,337	(31,190)	(134)	45,783
Studio Programme	6,991	61,318	(63,736)	-	4,573
	<u>147,089</u>	<u>217,860</u>	<u>(212,890)</u>	<u>(80,000)</u>	<u>72,059</u>
Restricted Funds					
Lottery Community Fund	-	35,432	(35,432)	-	-
Backstage Trust	-	9,879	(9,879)	-	-
	<u>-</u>	<u>45,311</u>	<u>(45,311)</u>	<u>-</u>	<u>-</u>
	<u>214,803</u>	<u>263,171</u>	<u>(258,201)</u>	<u>-</u>	<u>219,773</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2025

..... continued

17 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£
Tangible assets	11,896	-	11,896	11,336
Current assets	191,564	4,147	187,417	225,331
Creditors: Amounts falling due within one year	(12,503)	(4,147)	(8,356)	(16,894)
Net assets	<u>190,957</u>	<u>-</u>	<u>190,957</u>	<u>219,773</u>

Prior period

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Tangible assets	11,336	-	11,336	10,295
Current assets	220,319	5,012	225,331	221,567
Creditors: Amounts falling due within one year	(11,882)	(5,012)	(16,894)	(17,059)
Net assets	<u>219,773</u>	<u>-</u>	<u>219,773</u>	<u>214,803</u>

PRISM ARTS

England & Wales - Charity number 1159797

Accounts

CHARITY COMMISSION

Prism Arts CIO

Registration number: 1159797

**Annual Report and Financial
Statements**

31 March 2024



Prism Arts CIO

Contents

Reference and Administrative Details	1
Trustees' report	2
Trustees' responsibilities	21
Independent examiner's report	22
Statement of financial activities	23
Balance sheet	24
Notes to the financial statements	25

Prism Arts CIO

Reference and Administrative Details

Charity name	Prism Arts CIO
Charity registration number	1159797
Principal office	Central Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Registered office	Central Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Trustees	I Chapman (Resigned 28 March 2024) V Walden, co-chair S Smith J Gilbert T Hayes S McGrath, co-chair C J Pitcher (Appointed 28 March 2024)
Solicitor	Burnetts 6 Victoria Place CARLISLE CA1 1ES
Accountant	Dodd & Co Limited FIFTEEN Rosehill Montgomery Way Rosehill Estate CARLISLE CA1 2RW
Bankers	CAF Bank Ltd 25 Kings Avenue Kings Hill WEST MALLING ME19 4JQ Cumberland Building Society Cumberland House Cooper Way Parkhouse CARLISLE CA3 0JF

Trustees' Report for the Year Ended 31 March 2024

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing Document

Prism Arts is a Charitable Incorporated Organisation (CIO). The charity was established by a trust deed dated 10th January 1992 and is governed by its constitution dated 26th March 1992 and addendum dated June 1996. The charity was re-registered as a CIO with the Charity Commission under the charity number 1159797 on 6 January 2015.

1.2 Recruitment/Induction and Training of Trustees

The charity is supported by a board of trustees with expertise, knowledge, and experience. Prism Arts has an open recruitment process for prospective trustees involving a personal statement, meeting the Chair and Director, and attending a Board meeting as an observer. To address diversity, a clear plan has been developed in 2023/24. New trustees receive an induction pack and are invited to events, workshops, and training opportunities. Easy Read training is underway, and all documents will be available in this format by 2024.

1.3 Organisational Structure 2023/24

The Board held quarterly meetings (4 in total). The Trustees' responsibilities included overseeing strategic direction, finance, risk management, performance measurement, funding requirements, safeguarding, and policies. The Director reported to the Trustees at board meetings and served as a non-voting member of the Board. The Director outlined the operational strategy for the year in response to key areas of risk, such as the cost-of-living crisis and business priorities and was responsible for the day-to-day management of the charity. The Finance and Operations Director attended board meetings to present quarterly accounts and finance reports. In 23/24 a new role was created, The Creative Programme Director, now also attends board meetings to report on creative programme strategy and development.

The Trustees maintained oversight of HR, health and safety, inclusion, performance, environmental sustainability, safeguarding, and relationships with key funders and stakeholders. The Director was responsible for developing the Prism Arts Business Plan, including collaborating with the board to agree on SMART targets, Key Performance Indicators, and finance targets for 2023/24. All members of the Senior Management Team attended board meetings, delivering reports and presenting progress.

1.4 Risk Management

The organisation reported risks quarterly using a Risk Register and the Director's Report. The Finance and Operations Director managed this process. The Risk Register covers strategic areas of risk and assesses risk rating, including Governance, Operations, Finance, and External and Environmental risk. Prism Arts was rated as a low-risk organization by the Arts Council of England. All relevant policies and procedures were updated and approved to ensure compliance and safeguarding responsibilities were met. The Finance and Operations Director manages the quarterly meeting and policy approval cycle to oversee this process.

Key Areas of Risk 2023/24:

External Financial Risk: The ongoing cost of living crisis has continued to impact our fundraising efforts. Cauda4 worked on fundraising for the charity until September 2023. However, income from Trusts was £26k less than anticipated. The Trustees have agreed to allocate resources for the recruitment of a new Fundraising Manager. This new position commenced at Prism Arts in April 2024.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

Cost of Living Crisis and Post-Pandemic Recovery: Prism Arts has expanded face-to-face delivery and maintained contact with individuals, families, and carers. Home visits were introduced for people unable to attend sessions due to mental health issues. The charity also commissioned specific projects to engage and support new people, led by the Participant Support Lead and funded by the National Lottery Community Fund.

Capacity and Resources, Recruitment, and Retention: A review will be completed in 2024/25 to explore succession planning and staff progression. New pay scales and staff benefits have been developed to support staff progression and retention.

1.5 Related Parties

Key Partners

Arts organisations and Museums

- **Tullie House Museum and Arts Gallery:** a museum and art gallery, and fellow National Portfolio Organisation in Carlisle. Future Home and key cultural partner in Carlisle.
- **Carlisle Cathedral:** Major heritage and religious centre in Carlisle. Rest Under the Stars partner.
- **Creative People and Places:** West Coast. An arts council-funded programme developing community engagement and infrastructure in the arts in Copeland and Allerdale.
- **Access All Areas:** Transforming Leadership partnership, including **Theatre by the Lake Keswick**.
- **Mind the Gap:** Engaging in a governance mentoring partnership with a leading disability theatre company in Bradford
- **Jennifer Lauren Gallery:** Specialist Gallery passionately champions self-taught, disabled, and overlooked artists from around the world. Supported the team throughout the development of the Gallery and online Shop.
- **The Knotted Project:** Based in Cumbria, **The Knotted Project** makes theatrical events & experiences, with & for young people.
- **Birds of Paradise:** Delivered an in-depth EDI training and policy development project in 2024.
- **Everyone Here:** Creative People and Places partnership based in West Cumberland – West Cumberland Feasibility partner
- **Rosehill Theatre:** Theatre based in Whitehaven and a West Cumberland Feasibility Partner.

Specialist Organisations

- **Helping Hands:** An inclusive Volunteering project in Cumbria.
- **Cause4 (Arts Fundraising & Philanthropy)** is a social enterprise that supports charities to change and grow and runs the Arts Fundraising & Philanthropy programme to specifically upskill organisations in this area. We are working with Cause4 to rework our business plan and access training in governance and fundraising.
- **Dawson Kaveney Associates** is an expert HR consultancy based in Carlisle. In 2022 Dawson Kaveney was commissioned to undertake a review of staffing following our restructure in 2020. This work was overseen by Trustees.
- **Thomas Jardine Associates** is a business growth consultancy in the North of England that supports businesses to achieve their goals. The firm will provide mentoring for our Chief Executive to ensure we stay in line with our vision, mission and values over the business planning period.
- **Triple A:** Autism specialist organisation in Cumbria. Delivered training for staff and trustees.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

Local Authorities

- **Cumberland Council** is the new unitary local authority. We ensure our work supports local strategies (including Town Centre events and strategic plans). Carlisle City Council has supported Prism Arts through a one-off grant through the shared prosperity fund. Prism Arts was supported through a £10,000 grant as part of an annual match fund for NPOs based in Cumbria.

Educational Partners

We worked with educational partners including schools, colleges and universities as well as those that specialise in supporting children with special educational needs, to engage new participants for our regular programmes and to shape the design of future activities in line with the needs of young people.

- **The University of Cumbria** is a university based in Carlisle, with campuses across Cumbria and in London, formed through the merger of several university campuses and art colleges. Working collaboratively to develop a new partnership agreement (Memorandum of Understanding)
- **James Rennie SEND School** (Carlisle)
- **Lakes College** West Cumbria

Networks

- **Cumberland Culture:** Arts and Cultural organisations working in Cumberland (New/ Emerging). Prism Arts attended workshops and supported the progression of the strategic programme.
- **Cumbria Art and Culture Network:** A county-wide network supporting artists and creative organisations.
- **Explorers Network (new)** is a national network of supported studio space and neurodivergent artists
- **Cumbria Local Enterprise Partnership (LEP) sector specialist panel.** We will work with the LEP to ensure Prism Arts' work supports the local cultural strategy and influences local priorities.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

2. FINANCIAL REVIEW

2.1 Investment Policy

Prism Arts invests funds (restricted and unrestricted) to meet charitable objectives. The Trustees have the power to invest in such assets as they see fit, in line with the charitable objectives and a responsibility to due care and diligence.

2.2 Reserves Policy Reviewed and approved AGM 2022

Prism Arts reserves consist of part of its unrestricted funds that are available to spend on any of the charity purposes. These funds are held to help the charity operate effectively. Prism Arts will hold reserves equal to 3 to 6 months of its expected yearly expenditure, as indicated in the budget and quarterly financial reports. These reserves are designated in our Annual Accounts. The reserves are intended to:

- Provide a minimum of 3 months of operating expenditure to allow the charity to seek new income sources if a current source is not renewed or if there is an unforeseen decline in income generation. During this time, Prism Arts will attempt to secure new funding sources or orderly close previously supported activities.
- Enable the charity to settle any contracts it is bound to and to compensate some or all of its employees with entitled redundancy pay depending on the availability of funds for continued operation.

Trustees monitor the reserves quarterly to ensure compliance with the above and to identify reasons for fluctuations that may cause the reserves to exceed or fall short of the required level. If reserves are below or above the target during the year, the Trustees will assess whether this is due to short-term situations or longer-term issues. In the latter case, action will be taken to replenish or spend the reserves.

The reserve level is monitored at every board meeting, which occurs quarterly. Currently, the reserves are mostly held in working capital and an investment bank account.

Trustees review the reserve policy annually, and a financial position and cash-in-bank update are provided quarterly at board meetings.

The Trustees' general designated reserves were £67,714 in line with the reserve policy. A further £80,000 was designated in the year towards the cost of purchasing future property. At the year end the charity also held £72,059 in unrestricted funds and had free reserves of £208,437.

Principal income and funding sources 2023/24 (in order of value)

Direct Payments income	£64,361
Arts Council England NPO	£51,544
Commissions	£47,526
National Lottery Community Fund	£35,432
Garfield Western Foundation	£25,000
Cumberland Council	£14,996

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

Backstage Trust	£9,879
Other Grants	£6,902
Donations	£4,111

Finance Overview: During the Cost-of-Living Crisis, our charity faced financial challenges. However, we have made progress in rebuilding our income. Direct Payments (fees for services) have now become our primary source of income, thanks to the continued growth of our Studio Programme (led by our Participant Support Lead), Direct payments income has returned to pre-pandemic levels. Additionally, our commission's (income for work delivered for a third party) income has increased over the past year as a result of work undertaken by our Creative Director. Our fundraising consultancy with Cause4 successfully secured £25,902 in income from trusts, with notable support from the Garfield Western Foundation. It's important to note that the cost-of-living crisis has affected fundraising, as many trusts have redirected their funds to support those most in need.

Finance Highlight



Supported by Cause 4, our Communications Lead successfully developed a range of new community fundraising campaigns: Active August was a highlight and generated new income for the charity whilst also raising our profile to a new audience. Donations income in 23/24 increased by **280%** from £1,489 to £4,111

3. OBJECTIVES AND ACTIVITIES

To develop and strengthen the charity: We developed:

A new **Equality and Diversity Action Plan and Policy:** We worked with Birds of Paradise to work with staff and trustees.

A new **Environmental Sustainability Action Plan and Policy** Led by our Finance Director we have now approved a dynamic and deliverable approach to reducing our carbon footprint. In 2024 we will work towards a quality mark.

4. PUBLIC BENEFIT: In 2023/24 we met our Charitable Objectives

Our Charitable Objectives (CIO):

- The advancement of education through the medium of creative arts.
- To relieve the needs and promote social inclusion of persons who are socially excluded because of their disability, age, or ill health, by the provision of the creative arts to overcome barriers to inclusion into society.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

Our Vision is **Arts without Barriers**

Our Mission: ***Delivering arts programmes and creating space for excellent work that empowers people with disabilities to drive their creative journey as artists, leaders and advocates for change***

Our audience and beneficiaries:

- Adults with Learning Disabilities (19+)
- Young People with Disabilities (11-25)
- Neurodivergent Adults (19+)

Location of our work:

Prism Arts is located in Carlisle, and most of our beneficiaries live here. We have been focusing on delivering creative programs with Lakes College in West Cumbria as part of the core SEND curriculum. We have received funding for a feasibility study to expand our work in West Cumberland. We are also working to build and maintain relationships with key counsellors and new staff in the new unitary authority, Cumberland Council.

Advisory Board:

Our Advisory board was launched in September 2023, following a period of research, trips visits and conversations with other arts charities and artists. The board comprises 6 members. A delegated member reports to the board.

Staff Training:

- Autism Awareness Training
- Racism Awareness Training
- EDI training (staff and trustees)

Marketing and Comms:

A very positive year, with a new Communications Lead in post achieving significant improvements to the website and an uplift in social media traffic.

- Facebook: 1342 -> 1398 (5% increase)
- Instagram (peopleatprism): 729 -> 904 (24% increase)
- Instagram (prismartsgallery): 309 -> 478 (54% increase)
- Instagram (combined): 1038 -> 1382 (33% increase)
- Reels: 39 produced, 18,219 views totalled
- Youtube: 8 videos produced, 457 views totalled

Headline Data: 2023/24

Prism Arts has progressed our vision of Arts without Barriers through a strategic programme which has developed and sustained creative opportunities for learning disabled and autistic (LDA) people in our region. This year we have focused on the depth and quality of our services, engagement of LDA people across the charity and increased engagement by young LDA people.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

"Of all the services that our son has used as an adult with a learning disability and autism, Prism Arts has been the most supportive. The sessions he attends allow him to express his creativity and identity. The staff are skilled and supportive. He is valued as an individual, and Prism Arts is the most important part of his life." Parent, Prism Arts participant.

In 2023/24 a key priority was to strengthen our core Studio Programme, but also to expand creative opportunities for young people. As part of this work, we developed 1 new Studio Programme strand for young people leaving school and college called Studio Lift-Off, by Sept 2024 we aim for this programme to be fully subscribed. We have also continued to work in 2 SEND schools/colleges. We offered new taster sessions and an Easter School enabling us to reach and support young people.

- The number of attendances across all workshops: 1630 (of which 435 were aged between 11-25)
- The number of workshops: 176
- The number of unique participants is 120
- Number of Audiences (people seeing our work) 21,292

In our most recent participant surveys, ten artists gave feedback on our Studio Focus programme and told us that:-

- **Confidence** - 70% reported that Prism Arts made them feel more confident about doing new things
- **Acceptance** - 90% felt like they could be themselves
- **Artistic Skills** - 90% said Prism Arts helped improve their artistic skills
- **Community** - 100% said they felt a sense of a community at Prism Arts
- **Achievement** - 90% said they were amazed by what we achieved

Programme Data

Delivery programme: Artist Development and Studio Programme

- Our team delivered over 1100 hours of creative engagement with learning-disabled and autistic creatives.
- Number of workshops: 174
- We individually supported the progression of over 120 neurodivergent adults and young people. We held creative workshops for 70% of the year, involving 1618 LDA creatives in Cumbria. Our artist's work was seen by 21,292 people across the country in exhibitions held in cultural venues.
- We engaged 20 professional artists to deliver 14 residencies to add depth and quality to our core programmes, delivering skills development, and production of development of new work.
- The **Prism Shop** launched, allowing 6 LDA artists to sell their work and earn money from every purchase
- The **Prism Gallery** launched, showcasing the work of 24 Artists to a national audience.

Young People

- Young People: Almost 30% of workshop attendances (or 435) were neurodivergent young people aged between 11-25. We established a new Studio programme for young people called Studio Lift-Off
- We continued to deliver SEND creative programmes with Schools and Colleges in West Cumberland and Carlisle. Prism Arts is now part of the annual programme for both James Rennie and Lakes College.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

- We delivered a range of taster sessions and delivered an Easter School which targeted young LDA people. Funded by The National Lottery Community Fund

Inclusion and Progression

- See and Go See: We created new opportunities for our artists to visit exhibitions and performances across the region, including trips to Newcastle, Manchester, and Nottingham
- Our staff delivered 12 home visit workshops to support the rehabilitation of vulnerable adults who were finding it difficult to attend workshops due to mental health issues. (Funded by TNLCF)
- Completion of 1 feasibility study exploring new opportunities to work with LDA people in West Cumberland. (Funded by Shared Prosperity Funding/ Cumberland Council)
- 2 Prism Artists developed leadership skills (in governance and workshop delivery) within the charity through a national programme called Transforming Leadership led by the London charity Access All Areas. (Funded by ACE via Access All Areas)
- 1 Neurodivergent Artist co-created and delivered disability awareness training alongside Prism Staff (Funded by Helping Hands)
- The team continued to support 1 Prism Artist to attend and represent the charity on Tullie House Museum Community Board (Funded by TNLCF)
- Prism Arts Advisory Board, where 6 of our LDA studio artists met twice a term to engage in decision-making and reported to trustees at board meetings. (Funded by TNLCF)
- Staff progression: A trainee and mentoring programme in theatre was developed for 1 staff member to progress skills. (funded by the Backstage Trust)
- 1 paid internship programme was developed enabling 1 neurodivergent young person to access workplace opportunities. (Funded by TNLCF)

Note: Funders highlighted against specific programmes. NPO and Garfield Western Foundation underpinned the entire programme.

5. THE TRUSTEE REPORT:

ACTIVITY Overview

Studio Programme

- Studio Arts – Fine Arts Programme
- Studio Focus – Visual Arts Programme
- Studio Theatre - Performing Arts Programme
- Studio Lift Off – Programme for young people **NEW**
-

Young People

- James Rennie SEND school: Exploring Identity
- Lakes College: Enrichment Course
- Easter School

Projects and Exhibitions

Film Screening event in Prism Arts building
April 2023

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

Annie Robinson in Artworks Together exhibition in Wentworth House
September 2023

Winter exhibition and film screening in Prism Arts building
December 2023

Studio Focus exhibition and speaking at Disability Voices
October 2023

Studio Arts contribute to Carlisle College exhibition in the Lanes
April 2023

The Key, an immersive audio performance by Studio Theatre
July 2023

Rest Under the Stars, Exhibition at Carlisle Cathedral
July – Sept 2023

Active August fundraiser month
August 2023

Prism Arts artist galleries launch online
November 2023

Prism Arts Advisory Board Launches
November 2023

Yuletide Showcase
December 2023

Prism Arts Shop and Online Gallery launches
December 2023

Pop-up exhibition for Easter Studio and Easter School
March 2024

Diverse Cumbria Awards nomination for diverse event
March 2024

Feasibility Studies – Charity and Programme Development

- Future Home
- West Cumberland

Volunteering, Progression and Career Development

- Intern Pilot
- Transforming Leadership

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

- Trainee Theatre Lead

Case Studies

- Trainee Theatre Lead
- Katie's Story

2023/24 PROGRAMME OVERVIEW and Highlights

A) STUDIO PROGRAMME

Highlights

Studio Arts:

Studio Arts is our weekly fine arts programme for adults with learning disability and/ or autism. These are highlights from the studio in the last year.

The year began with a hit with Prism artist Annie Robinson having artwork featured in Artworks Together international LDA exhibition in Wentworth House in Yorkshire. The artist and Prism staff were able to visit the grand opening day. The year then flowed into creating work for the now traditional Christmas exhibition hosted internally at Prism, with this group creating interesting artwork based on the human body and five senses for the environment theme. After Christmas, the key exhibition focus then turned to JYMA's solo art exhibition at Carlisle Cathedral, the second of its kind for Prism artists. We secured funding for JYMA to work with international art curator Jennifer Gilbert to support the process.

The start of 2024 brought the start of the book project, where each Prism artist embarked on a Final Major Project similar to that found in mainstream art educational courses. This was where each artist devised their major project to create a polished piece of work. This artwork is the culmination of many years of artistic practice for this group, working consistently to high-quality products. The project was supported by in-depth sessions on how artists create self-initiated projects.

For the second year in a row, the group also contributed to the Carlisle College Foundation course pop-up exhibition in the popular Lanes shopping centre. This took the form of both workshops with a course tutor and fashion designer Wendy Oxley as well as large-scale artwork on show in the exhibition.

Throughout the year the artists from this group have contributed artwork towards the Prism shop project, getting involved in product design, posting packaging and marketing. Another thread throughout the year has been the development of fine art techniques, widening the breadth of what the artists can develop skills in, such as poetry, sound art and soft sculpture.

The group concluded the year by creating installation work based on the studio's location of the Central Methodist Hall to be shown at the summer exhibition and book launch event hosted in the aforementioned location. This exhibition will also have general public access on a Saturday as well as a workshop based on one of our Prism artists' work.

Studio Focus:

Studio Focus is our weekly applied arts programme for adults with learning disability and/ or autism.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

This year the group have demonstrated their continued ability to create exciting and interactive collaborative contemporary art. Their contribution towards the Christmas exhibition took on the environment of outer space which resulted in a body of work that was bold and experimental. This includes an installation room of UV lights, sound art and sculpture. Artwork from this installation was notable and as such were invited to contribute towards a group exhibition led by Pride in North Cumbria (PiNC) Arts show in Carlisle Market Hall.

The group also showed work towards the start of the year as part of Healthwatch Cumbria's Disability Voices event. A pop-up exhibition of artwork based on identity was shown alongside an accompanying workshop. At this event, a Prism artist also spoke to the conference about their experiences and creative journey.

Throughout the year members of this group have taken part in the advisory board project, adding valuable experience and ideas to the areas the board have already covered, including the major Prism Arts rebrand.

Within the book project, this group have developed their own independent creative identities, making use of their range of skills to show their skills in experimentation and 3D artwork.

The final block of sessions has seen a flurry of mini commissions including a Lush corporate fundraiser, a Pride Month-themed artwork for international ICT company *Insight* and a planned window display at Bookends.

Studio Theatre:

Studio Theatre is our weekly performing arts programme for adults with learning disability and/ or autism. These are highlights from the studio in the last year.

The group started the year by devising a story inspired by the theme of folklore. This was then developed into a script which allowed us to work with expert freelancers specialising in music, songwriting, set design, movement and physical theatre. This enabled us to enrich the production and create a multi-disciplinary performance piece.

The group were also able to visit Theatre by the Lake to see their production of Little Shop of Horrors to expand their knowledge of theatre.

Studio Lift Off:

Studio Lift Off is our new weekly performing arts programme for adults with learning disability and/ or autism. These are highlights from the studio in the last year.

The final block has had a focus on performance and what goes into that, including working with the Knotted Project

This academic year has seen the growth of this group from its very beginnings through to a thriving and exciting group for young people and their emerging artistic journeys. They began with developing their

Trustees' Report for the Year Ended 31 March 2024

techniques and skills base through creating artwork on the theme of nature for the Christmas exhibition. The group explored a wide range of processes and materials in both traditional and contemporary arenas. Working collaboratively has been encouraged right from the start and has now become one of the group's major artistic strengths. This exhibition also provided their first taste of how art exhibitions run, including the curation and presentation of their artwork.

The book project allowed this group to get to grips with their creative journey, through supported sessions that focused on what an artist is and what they do, each artist created beautiful and refined final pieces of art that demonstrated their confidence in their art practice. The final block of sessions has embraced the group's skills and enjoyment of performing arts and has focused on what and how goes into performance.

The group has grown from a small handful of artists to a full-fledged collective that is integral to the wider creative programme and Prism community.

B) Young People

Highlights

James Rennie SEND School:

The 'James Rennie SEND School' project is our weekly progression project for Post 16 students from James Rennie SEND School in Carlisle. We work with three groups across the academic year, each in a 10-week block. This year first-year students have explored the theme of Identity through the senses and mask-making. Second-year students have explored the theme of imagination through printmaking and storytelling with a collaborative painted banner. Finally, third-year students explored the theme of journeys through theatre and film, to show imaginative ways in which they may progress in their lives once they leave post 16.

Lakes College: Enrichment Course:

The 'Lakes College: Enrichment Course' is a project exploring methods of arts enrichment for young people aged 16-25 with learning disabilities and/or autism enrolled in the SEND Dept Courses at Lakes College in Workington, West Cumbria. We work with three groups across the academic year, each in an 8-week block. Each group worked with a different freelance artist, one group created an audio story, another group created a Zine and the final group completed a Dungeon and Dragons campaign in partnership with Tullie House. The Dungeons and Dragons was incredibly popular amongst the students with 100% of the group saying they'd love to do it again and they felt they had improved in skills such as teamwork, leadership and problem-solving through this method of arts enrichment.

Easter School and Pop-Up Exhibition

Our Participant Support Lead developed a two-day landscape painting workshop during the Easter Holidays with a local freelance artist. TNLCF funding meant we were able to make the workshops free of charge which meant anyone could attend, this is so important to us as we so often find finances are a barrier to people, particularly if they have not attended a Prism Arts workshop before. These workshops were very much targeted at young people and were well attended. We ended the 2-day workshop with a sharing of work as part of a pop-up exhibition in our buildings.

Trustees' Report for the Year Ended 31 March 2024

C) Projects and Exhibitions

Highlights

Rest Under the Stars

After the success of last year's event, which saw hundreds of visitors from across the globe descend on Carlisle as part of the cathedral's 900th anniversary celebrations, it is set to make its return from July 26th until September 1st.

Deckchairs, scatter cushions, and a bespoke soundscape created by Prism Arts will be provided free of charge thanks to the support of Hayward Tod, the Cumbria Foundation, and the National Lottery Heritage Fund.

Visitors can stretch out on deckchairs and admire the stars on the world-renowned ceiling of the cathedral, with the specially created soundtrack sure to leave people feeling well-rested and relaxed.



Prism Artists created a new soundscape with the help of sound designer Tim Shaw and performer Jeremy Bradfield.

Prism Artist JYMA and Canon Benjamin Carter spoke about the event on an ITV Border feature, available to watch [here](#).

The project was developed into a series of outreach workshops taking place in both Westmoreland and Furness and West Cumberland. Prism Artists worked to co-

deliver workshops. This work will culminate in a final sharing and exhibition of work at Carlisle Cathedral in July 2024

Prism Arts Shop and Online Gallery PROGRAMME HIGHLIGHT

In 2023 Prism Arts Communications Lead and lead Visual Artist worked with Prism Artists to develop a range of products for a new online shop.

Alongside this the team developed an online Gallery, enabling the public to access artists' work and find out more about our artists.

The process has enabled our artists to work closely with staff to curate and select work for the Gallery and Shop.

The project has been supported by Trustee Jennifer Gilbert, Founder and Director of the Jennifer Lauren Gallery.

Achieving this project was a key NPO target for Prism Arts, enabling us to highlight the ambition and quality of our artist's work. Alongside which the project has enabled us to profile our artists work to a national audience. Selling work has also increased artist pride and confidence.

Trustees' Report for the Year Ended 31 March 2024

Case Study: Katie Rudd



Katie's resilience and creativity led to many fantastic pieces of artwork being produced in the studio. Her design, 'Overflowing With Love For You', was even used as a greetings card for the Prism Shop. It proved so popular that it sold out in just 3 days!

On launching the product, Katie remarked, "I feel happy. I enjoyed packaging my work and I'm proud." Katie Rudd

Annie Robinson: Work selected for national exhibition: Artworks Together August 2023

Alongside the online Gallery, the Lead Artist has focussed on submitting artist's work for national exhibitions and events. In 2023 Annie Robinson's work was selected to form part of a national visual arts exhibition Artworks Together in Nottingham, highlighting the work of neurodivergent and disabled artists.

Artist overview (Prism Arts website): Annie Robinson is a multimedia artist based in Cumbria with a self-described passion for **BRIGHT COLOURS**. She creates huge, sweeping landscapes of colour in the Prism Arts studio which can often take months to complete and are mesmerising to see in person. Annie's playful style also extends into the many mediums and subjects she explores while engaging in studio projects, from characters to observational drawings and patterns.

One such piece, *Bright Colours*, was exhibited in the international LDA exhibition **Artworks Together** at the Wentworth Woodhouse from August to September 2023.



Annie attended the exhibition launch and also took part in a panel discussion as part of the opening programme of events.

About Artworks Together: Artworks Together 2023 is an international exhibition, offering adult artists with learning disabilities, autism or both, the opportunity to showcase their artistic talents to the entire world to gain the recognition they

deserve.

Yuletide Showcase

On the 13th of December 2023, Prism Arts hosted an annual sharing event to showcase our artist's work from the Autumn term. This year, we also saw work included from young people emerging from our new Studio Programme strand, [Studio Lift-Off](#) alongside the James Rennie SEND School art group. Guests were able to purchase items from the [Prism Shop](#) as well as raffle tickets which included prizes kindly donated by Michael's Framing Gallery, the Green Room's Celebration of Musicals, and local artist Martin Evans. Read below quotes from attendees.

Trustees' Report for the Year Ended 31 March 2024



"Very creative and lovely to look at"

"Well done to all artists. This was a big highlight of the year."

"So colourful and such a variety – excellent!"

D) Feasibility Projects

Prism Arts Future Home

Prism Arts completed an SPF-funded Future Home feasibility (by Genecon- commissioned in 22/23 by Carlisle City Council) this explored the viability of developing a partnership model to create a thriving cultural space in the city. Stakeholders were consulted from across the private, education and cultural sectors. The recommendation was that a partnership / creative cluster model would provide a strong offer in terms of investment, and access to space, (rather than Prism Arts developing a solo relocation project). A project continuity group was therefore formed to take forward feasibility recommendations. The group includes Cumberland Council staff and Tullie House Museum.

To date, 2 further SPF programmes are being delivered (commissioned by Cumberland Council) to explore the use of spaces for cultural and other activities in the city. Prism Arts is engaging with all opportunities to progress our vision of an accessible, creative space in the city.

"The Prism Arts Future Home project aims to deliver inclusive, welcoming, accessible and affordable art, creative and cultural space in the heart of Carlisle – working in partnership with other local organisations (both charitable and commercial) to create a sustainable destination which provides real impact for people, the city, and the region. With a proven history of success and demand far exceeding capacity, an extensive network of collaborators, and an impressive history of leveraging funding both as an individual organisation and in partnership, Prism Arts is limited only by its lack of a suitable, stable home for their work". Prism Arts Proposition Document Genecon 2023

West Coast Engagement Feasibility Project

Led by Jane Dudman, working with partners Rosehill Theatre and Everyone Together a report was developed that sets out recommendations for future work in West Cumberland, based around the needs of people with learning disabilities and autism.

The report was commissioned by Prism Arts and funded by Cumberland Council through an SPF grant administered by the Copeland Community Fund. The recommendations are based on the collection of evidence:

- Reviewing what arts provision already exists for LDA young people and adults in West Cumberland.

Trustees' Report for the Year Ended 31 March 2024

- Primary research with people representing key organisations in the area included an online survey, focus groups and one-to-one interviews.

Work will progress on 23/24 to develop the recommendations embedded within the report. Achieving future outcomes including:

- Young people with LDA benefit from the increased confidence and skills that a tailored arts programme will bring and in turn develop the confidence to use those skills in the wider community. **Disabled people are also an underrepresented resource and can make a real contribution to our collective prosperity if fully included in planning and programmes.**
- Disabled people benefit from increased access to more creative services, based in Copeland, increasing well-being and pride of place.
- Cultural partners benefit from increased audiences
- Visitors benefit from access to new opportunities to engage with arts and culture produced by diverse artists.
- Increased quality of commissioning and creative programming in collaboration with the programme benefits communities and visitors.
- Partnerships including Rosehill Theatre, Lakes College, Mayfield School and Copeland CPP benefit from Prism Arts participation and engagement. Developing creative clusters and scale.

E) Volunteering, Progression and Career Development

We have continued to support LDA (Learning Disabled and/ or Autistic) people to volunteer with other cultural organisations and have supported a county-wide project to engage with LDA individuals as volunteers.

2023/24 has seen a step change in this area of our work. This work has been supported by the Transforming Leadership programme and the TNLCF. The work has been led and supported by our Participant Support Lead, working closely with artists, skilled support staff and the Creative Director.

Volunteering and employment opportunities.

- 1 neurodivergent Artist co-created and co-delivered disability awareness training.
- 2 new volunteers regularly engage with our core studio programme.
- 1 neurodivergent Artist employed on a new Prism Arts paid internship programme
- 2 neurodivergent Prism artists continue to engage in Transforming Leadership, a national programme developing Governance and Co-Directing skills.
- 1 Artist Attended the Community Board at Tullie House

Volunteering, Progression and Career Development HIGHLIGHTS

Transforming Leadership

Transforming Leadership is a programme for emerging learning disabled and autistic leaders, the first of its kind and one that we hope will be the first of many similar programmes.

The programme sees learning disabled and autistic leaders employed in positions across all aspects of theatre-making including as theatre directors, workshop facilitators, digital content creators, and trustees.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024

A few years into the programme now, Transforming Leadership has proven to be a force for positive change.

There have historically been very few bespoke leadership development programmes for learning disabled and autistic creatives and little shared understanding of how to create accessible environments where leaders can thrive. So we aim to change that! We want to see an arts sector that expects and encourages learning disabled and autistic people to take up leadership roles. (Access All Areas)

2 Prism Artists developed leadership skills within the charity through Access All Areas' Transforming Leadership Programme. Prism Arts is supporting:

- One artist to be part of the Prism Arts Board of Trustees. Michael Shepherd is our Governance trainee; He has increased confidence in both sharing and shaping information for the board. He is now regularly attending board meetings and will attend our Away Day in July 2024.
- One artist to develop and lead creative workshops. Cree Quilter is now confidently co-delivering and shaping workshops. We see a progression pathway for Cree as part of our workshop delivery team.

This project included paid engagement for our trainee artists, 2 residencies in Nottingham and London and online Zoom training workshops, attended by trainee neurodivergent artists and arts organisations from across the country. <https://accessallareasproductions.org/artist-development/transforming-leadership-national/>

New Internship Pilot Rebecca

Our internship pilot scheme has allowed us to explore the possibilities of employing neurodivergent individuals on an 'apprentice' style model. This year we have employed one person as a trainee facilitator artist to work one day a week. This has enabled a young person to earn whilst they learn and develop their skills. We have also been able to bring this person into other projects as we have a payment model that works. We have a training product that was co-created with this young person. This has been extremely successful, and we will be looking at ways to continue this in the future. It is a very exciting development in how we work and support neurodivergent people.

Trainee Theatre Lead

The Backstage Trust funding has enabled Prism Arts to successfully employ a young member (Amber McGhee) from our existing team as a trainee theatre lead. To support this process, we contracted a professional theatre company (The Knotted Project) to provide a mentoring and training programme and created a new in-house performing arts unit comprising three staff working in collaboration to provide support and assistance.

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Case Studies 1

Amber McGhee Case Study: Theatre Trainee

"Developing my skills with The Knotted Project has been an opportunity I will never forget. It has allowed me to gain knowledge of their co-creation model and how to apply it within different groups, the

Trustees' Report for the Year Ended 31 March 2024

experience has absolutely ignited my love for performance and physical theatre and I'm so excited to apply what I have learned within the Theatre Programme at Prism Arts.

Looking into the future, I would love to continue to develop my skills within performance and theatre, particularly looking at new methods of performance that can be applied to the Theatre Programme at Prism Arts. Following our recent trip to see Frozen Light Theatre's 'A Bar at the Edge of Time', I have an interest in developing Sensory Theatre for audiences with PMLD, particularly alongside the artists already attending our Theatre Programme. I do also hope to study a master's degree in a performing arts subject in the future, this has stemmed from my training with The Knotted Project and how much I enjoyed it. The Back Stage Trust funding has helped me to develop my career and my work at Prism Arts. It's been transformational for me"

Amber McGhee May 2024

Training programme funded by Backstage Trust

Case Studies 2

"Prism Arts has been life-changing for Katie"

Katie Rudd: Thriving Post-Lockdown with Sellout Success



Meet Katie Rudd, a 27-year-old creative from Carlisle who, after facing social isolation in lockdown, embarked on a transformative artistic journey with Prism Arts. She is now a sellout artist in the Prism Shop and has gained 'a sense of purpose' after being 'accepted unconditionally' in the Prism Arts studio.

Rebecca, Participant Support Lead at Prism Arts:

"Katie had been a Prism Artist for many years but, after the pandemic lockdowns had finished, she initially struggled to leave her home and return to the studio. So, we took Prism Arts to her. The team did short sessions at her house to help her feel more comfortable around people again. When we started these the sessions, they were short and would often just be staff saying hello. But

as time went on it became part of Katie's routine, and she became more and more keen create artwork.

It became a lovely part of everyone's week creating work with Katie at home. As Katie's confidence and creative spark grew, she felt ready to join in the group sessions. She now regularly attends two weekly studio and is a much-loved member of the groups."

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2024



Katie's parents, Ian and Fiona, spoke of the role the creative workshops had in her improvement:

"Prism Arts has given her a **sense of purpose**. Katie is calmer and more settled now. Her approach within the group is improving all the time.

Katie has been **accepted unconditionally** as part of the group at Prism Arts, and her achievements celebrated which has really boosted her confidence.

Activities are also tailored so Katie can explore her own strengths and interests, for example typography.

The artist herself had this to say about her time working at Prism Arts:

'I enjoy working with staff at Prism Arts. I have learned lots

about drawing, writing and painting.'

You can find more artwork by Katie on her Artist Gallery Page and follow her journey by following Prism Arts on Instagram and Facebook. <https://prismarts.org.uk/artist-gallery/katie-rudd/>

Approved by the Trustees and signed on their behalf by:

.....
V Walden, co-chair
Trustee
25 July 2024

S McGrath
.....

S McGrath, co-chair
Trustee
25 July 2024

Prism Arts CIO

Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report to the Trustees of Prism Arts CIO

I report on the accounts of the charity for the year ended 31 March 2024, which are set out on pages 23 to 35.

Your attention is drawn to the fact that the Charity has prepared the financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Joanne Thomlinson FCA
Dodd & Co Limited
Chartered Accountants

25 July 2024

FIFTEEN Rosehill
Montgomery Way
Rosehill Estate
CARLISLE
CA1 2RW

Prism Arts CIO

Statement of Financial Activities for the Year Ended 31 March 2024

		Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	Note	£	£	£	£
Income and endowments from:					
Donations and legacies	2	102,553	45,311	147,864	171,023
Investments	3	3,420	-	3,420	1,478
Charitable activities	4	111,887	-	111,887	68,773
Total income		<u>217,860</u>	<u>45,311</u>	<u>263,171</u>	<u>241,274</u>
Expenditure on:					
Charitable activities		212,890	45,311	258,201	238,474
Total expenditure		<u>212,890</u>	<u>45,311</u>	<u>258,201</u>	<u>238,474</u>
Net incoming resources before transfers		4,970	-	4,970	2,800
Transfers					
Gross transfers between funds		-	-	-	-
Net movements in funds		4,970	-	4,970	2,800
Reconciliation of funds					
Total funds brought forward		214,803	-	214,803	212,003
Total funds carried forward		<u>219,773</u>	<u>-</u>	<u>219,773</u>	<u>214,803</u>

The notes on pages 25 to 35 form an integral part of these financial statements.

Prism Arts CIO
Balance Sheet as at 31 March 2024

		2024		2023	
	Note	£	£	£	£
Fixed assets					
Tangible assets	11		11,336		10,295
Current assets					
Debtors	12	12,158		10,636	
Cash at bank and in hand		213,173		210,931	
		<u>225,331</u>		<u>221,567</u>	
Creditors: Amounts falling due within one year	13	<u>(16,894)</u>		<u>(17,059)</u>	
Net current assets			<u>208,437</u>		<u>204,508</u>
Net assets			<u>219,773</u>		<u>214,803</u>
The funds of the charity:					
Restricted funds			-		-
Unrestricted funds					
Unrestricted income funds			<u>219,773</u>		<u>214,803</u>
Total charity funds			<u>219,773</u>		<u>214,803</u>

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board on 25 July 2024 and signed on its behalf by:

.....

V Walden, co-chair
Trustee

.....

S McGrath, co-chair
Trustee

The notes on pages 25 to 35 form an integral part of these financial statements.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Accounting policies

Statement of compliance

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Basis of preparation

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

These financial statements have been prepared on a going concern basis.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Further details of each fund are disclosed in note 17.

Income and endowments

Donations and legacies including donations, legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

Income from Government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is recognised on a receivable basis.

Income received to fund projects is recognised as the project takes place. Project funding received in advance of a project taking place is deferred in the accounts. The trustees consider that although this may not be strictly in line with the SORP, this departure is necessary in order to ensure that the accounts show a true and fair view of the charity's affairs. Details of deferred income is provided in note 13 of the accounts.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs 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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment	15% reducing balance basis
----------------------------------	----------------------------

Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Donations and legacies				
Appeals and donations	4,111	-	4,111	1,489
Grants				
Carlisle City Council	-	-	-	11,356
Arts Council England NW	51,544	-	51,544	72,891
HLF	-	-	-	(2,780)
Derek Hill Foundation	-	-	-	500
Esme Fairburn Foundation	-	-	-	16,269
Cumbria County Council	-	-	-	11,000
Cumbria Community Foundation	2,000	-	2,000	1,000
The National Lottery Community Fund	-	35,432	35,432	34,298
Garfield Weston	25,000	-	25,000	25,000
Masonic Charitable Foundation	2,000	-	2,000	-
Cumbria Freemasons	2,000	-	2,000	-
ICS	902	-	902	-
Backstage Trust	-	9,879	9,879	-
Cumberland County Council	14,996	-	14,996	-
	<u>98,442</u>	<u>45,311</u>	<u>143,753</u>	<u>169,534</u>
	<u>102,553</u>	<u>45,311</u>	<u>147,864</u>	<u>171,023</u>

Of the donations and legacies income in 2023 £101,114 related to unrestricted funds and £69,909 related to restricted funds.

3 Investments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Interest on cash deposits	3,420	-	3,420	1,478

All of the investment income in 2023 related to unrestricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

4 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Charitable activities				
Commissions	47,526	-	47,526	14,169
Studio Programme	64,361	-	64,361	54,604
	<u>111,887</u>	<u>-</u>	<u>111,887</u>	<u>68,773</u>

Of the income from charitable activities in 2023 £68,079 related to unrestricted funds and £694 related to restricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

5 Total resources expended

	Prism Arts	Commission	Studio Programme	Total 2024	Total 2023
	£	£	£	£	£
Direct costs					
Artist fees	700	17,496	4,542	22,738	29,282
Artist materials	353	636	2,984	3,973	4,147
Artist and participant travel	182	-	650	832	1,979
Equipment	115	448	-	563	890
(Profit)/loss on disposal of tangible fixed assets	-	-	-	-	3,337
Employment costs	-	18,425	54,612	73,037	41,012
Publicity costs	2,172	-	475	2,647	5,435
Sundry expenses	121	-	-	121	67
Travel and subsistence	1,012	1,624	221	2,857	976
Legal and professional fees	1,200	-	-	1,200	-
	<u>5,855</u>	<u>38,629</u>	<u>63,484</u>	<u>107,968</u>	<u>87,125</u>
Support costs					
Employment costs	92,651	1,104	-	93,755	95,946
Rent and utilities	25,762	-	-	25,762	24,881
Insurance	1,475	-	-	1,475	1,322
Telephone and internet	5,103	-	-	5,103	4,053
Office expenses	14,509	1,320	71	15,900	17,660
Trade subscriptions	1,265	-	11	1,276	640
Sundry expenses	490	150	170	810	1,418
Cost of trustee meetings	134	-	-	134	40
Accountancy fees	2,660	-	-	2,660	1,990
Payroll costs	935	-	-	935	744
Independent examiner's fee	650	-	-	650	650
Bank charges	60	-	-	60	72
Depreciation of plant and machinery	1,713	-	-	1,713	1,933
	<u>147,407</u>	<u>2,574</u>	<u>252</u>	<u>150,233</u>	<u>151,349</u>
	<u>153,262</u>	<u>41,203</u>	<u>63,736</u>	<u>258,201</u>	<u>238,474</u>

Of the expenditure in 2023 £167,871 related to unrestricted funds and £70,603 related to restricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

6 Governance costs

	2024	2023
	£	£
Cost of trustee meetings	134	40
Accountancy fees	2,660	1,990
Independent examiner's fee	650	650
Payroll costs	935	744
	<u>4,379</u>	<u>3,424</u>

7 Trustees' remuneration and expenses

No trustees received remuneration or expenses during the year.

8 Net incoming resources

Net incoming resources is stated after charging:

	2024	2023
	£	£
(Profit)/loss on disposal of tangible fixed assets	-	3,337
Depreciation of owned assets	1,713	1,933
	<u>1,713</u>	<u>1,933</u>

9 Employees' remuneration

The monthly average number of persons (including senior management) employed by the charity during the year was as follows:

	2024	2023
	No.	No.
Charitable activities	<u>10</u>	<u>8</u>

The aggregate payroll costs of these persons were as follows:

	2024	2023
	£	£
Wages and salaries	151,754	129,208
Social security	4,632	2,844
Other pension costs	2,800	2,525
	<u>159,186</u>	<u>134,577</u>

No employee received emoluments of more than £60,000 during the year.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

10 Taxation

The registered charity is exempt from taxation on income and gains.

11 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2023	17,552
Additions	2,754
As at 31 March 2024	<u>20,306</u>
Depreciation	
As at 1 April 2023	7,257
Charge for the year	1,713
As at 31 March 2024	<u>8,970</u>
Net book value	
As at 31 March 2024	<u>11,336</u>
As at 31 March 2023	<u>10,295</u>

12 Debtors

	2024 £	2023 £
Trade debtors	<u>12,158</u>	<u>10,636</u>

13 Creditors: Amounts falling due within one year

	2024 £	2023 £
Accruals and deferred income	<u>16,894</u>	<u>17,059</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

14 Operating lease commitments

As at 31 March 2024 the charity had total future minimum lease payments under non-cancellable operating leases as follows:

	Land and Buildings	
	2024	2023
	£	£
Within one year	-	15,000

15 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £2,800 (2023 - £2,525).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

16 Related parties

Controlling entity

The charity is controlled by the trustees.

17 Analysis of funds

	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Designated Funds					
Designated funds	67,714	-	-	-	67,714
Property fund	-	-	-	80,000	80,000
	<u>67,714</u>	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>147,714</u>
General Funds					
General funds	103,238	105,205	(117,964)	(79,866)	10,613
Training	11,090	-	-	-	11,090
Commissions	25,770	51,337	(31,190)	(134)	45,783
Studio Programme	6,991	61,318	(63,736)	-	4,573
	<u>147,089</u>	<u>217,860</u>	<u>(212,890)</u>	<u>(80,000)</u>	<u>72,059</u>
Restricted Funds					
Lottery Community Fund	-	35,432	(35,432)	-	-
Backstage Trust	-	9,879	(9,879)	-	-
	<u>-</u>	<u>45,311</u>	<u>(45,311)</u>	<u>-</u>	<u>-</u>
	<u>214,803</u>	<u>263,171</u>	<u>(258,201)</u>	<u>-</u>	<u>219,773</u>

Lottery Community Fund: This funding is to provide new, sustainable opportunities for people with disabilities to access services through partnership working with disability specialist organisations.

Backstage Trust: This funding was provided for a trainee performing arts lead post.

Designated funds: see the reserves policy on page 5.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

Prior period

	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
Designated Funds				
Designated funds	67,714	-	-	67,714
General Funds				
General funds	110,163	102,745	(109,670)	103,238
Training	11,090	-	-	11,090
Commissions	23,036	13,884	(11,150)	25,770
Studio Programme	-	54,042	(47,051)	6,991
	<u>144,289</u>	<u>170,671</u>	<u>(167,871)</u>	<u>147,089</u>
Restricted Funds				
Esma Fairburn	-	18,963	(18,963)	-
Story Crafting	-	17,274	(17,274)	-
Lottery Community Fund	-	34,366	(34,366)	-
Backstage Trust	-	-	-	-
	<u>-</u>	<u>70,603</u>	<u>(70,603)</u>	<u>-</u>
	<u>212,003</u>	<u>241,274</u>	<u>(238,474)</u>	<u>214,803</u>

18 Transfers

During the year, a transfer of £134 was made to General funds from Commissions for the purchase of fixed assets.

£80,000 was also designated towards the cost of purchasing future property.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2024

..... continued

19 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Tangible assets	11,336	-	11,336	10,295
Current assets	220,319	5,012	225,331	221,567
Creditors: Amounts falling due within one year	(11,882)	(5,012)	(16,894)	(17,059)
Net assets	<u>219,773</u>	<u>-</u>	<u>219,773</u>	<u>214,803</u>

Prior period

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Tangible assets	10,295	-	10,295	13,095
Current assets	208,985	12,582	221,567	223,594
Creditors: Amounts falling due within one year	(4,477)	(12,582)	(17,059)	(24,686)
Net assets	<u>214,803</u>	<u>-</u>	<u>214,803</u>	<u>212,003</u>

Vincent Walden
S. McGrath

PRISM ARTS

England & Wales - Charity number 1159797

Accounts

Prism Arts CIO

Registration number: 1159797

**Annual Report and Financial
Statements**

31 March 2023



Prism Arts CIO

Contents

Reference and Administrative Details	1
Trustees' report	2
Trustees' responsibilities	26
Independent examiner's report	27
Statement of financial activities	28
Balance sheet	29
Notes to the financial statements	30

Prism Arts CIO

Reference and Administrative Details

Charity name	Prism Arts CIO
Charity registration number	1159797
Principal office	The Old Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Registered office	The Old Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Trustees	J Cobbold, Chair (Resigned 14 July 2022) L Telford (Resigned 14 July 2022) A Lynch (Resigned 14 July 2022) S Ghafoor (Resigned 14 July 2022) S Smith V Walden I Chapman, Chair J Gilbert (Appointment 26 January 2023) T Hayes (Appointed 24 November 2022) S McGrath (Appointed 14 July 2022)
Solicitor	Burnetts 6 Victoria Place CARLISLE CA1 1ES
Accountant	Dodd & Co Limited FIFTEEN Rosehill Montgomery Way Rosehill Estate CARLISLE CA1 2RW
Bankers	CAF Bank Ltd 25 Kings Avenue Kings Hill WEST MALLING ME19 4JQ Cumberland Building Society Cumberland House Cooper Way Parkhouse CARLISLE CA3 0JF

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing Document

Prism Arts is a Charitable Incorporated Organisation (CIO). The charity was established by a trust deed dated 10th January 1992 and is governed by its constitution dated 26th March 1992 and addendum dated June 1996. The charity was re-registered as a CIO with the Charity Commission under the charity number 1159797 on 6 January 2015.

1.2 Recruitment/Induction and Training of Trustees

Prism Arts works to ensure that the charity is supported by a board of trustees with expertise, knowledge, and experience. Excellence and inclusivity governance has been embedded as a key priority within our updated Prism Arts Business Plan 2022 - 2024, with KPIs and targets designed to support our development in this area.

Developing an inclusive Board: We developed our Advisory Group in 2022. The Advisory Group includes people with learning disabilities and autism, artists, and staff. The purpose of this group is to develop inclusion in governance.

Recruitment: Prism Arts operates an open recruitment process. However, in 2022 we launched a recruitment programme. We updated our webpages, created a new application pack, with large print options. We circulated the opportunity via social media, press and Arts Jobs. Prospective trustees applied with a personal statement (written or recorded). Prospective trustees were invited to meet the Chair and Director. If the candidate remained of interest the Chair invited the prospective trustee to attend a Board meeting as an observer. Once trustee(s) met the Chair and attended a Board meeting, and both parties agreed, prospective trustees were invited to become full members at the following Board meeting or AGM.

Inclusion: Prism Arts recognises that we need to develop a more diverse board. Following the revision of our Business Plan, we have a clear plan in place that has been developed in 2022/23 and monitored via SMART Targets and Board KPIs. Trustee recruitment has developed in 2022 as a more inclusive process, including open advertising, easy read documents, and some targeted approaches to address skills and diversity gaps. Our Advisory Group continue to support this process. Our Participant Support Lead, funded by the Community Fund, will continue to support this work.

Induction: New trustees receive an induction pack including a copy of the Business Plan, Trustee Registration Form and Diversity Monitoring Form, Skills Audit, Constitution, Board Rules, recent board papers, and a copy of the Essential Trustee (Charity Commission). Trustees are invited to events, exhibitions, and workshops. Trustees are also invited to engage in training opportunities and Away Day sessions, often alongside staff. Our Communications Lead is completing Easy Read training and we aim to have all documents available in this format by 2023/24.

2022/23: Following a recruitment project in the Autumn, 2 new trustees joined the board. 4 Trustees stepped down from the board at the 2022 AGM, having come to the end of their trustee terms.

Trustee meetings continue to be held via Teams, with papers circulated via Google Docs.

Trustees' Report for the Year Ended 31 March 2023

1.3 Organisational Structure 2022/23

The Board met quarterly (4 meetings). Trustees were responsible for overseeing strategic direction, finance, risk management, performance measurement, funding requirements, safeguarding and policies. The Director reported to trustees at board meetings and continued to be a non-voting member of the Board. The Director set out the in-year operational strategy in response to key areas of risk including the cost-of-living crisis, and business priorities and was responsible for the day-to-day management of the charity. The Finance Manager attends board meetings to present quarterly accounts and finance reports. In 2022/23 a new post was created, Creative Programme Director. This post also attends board meetings to report on creative programme strategy and development.

Trustees maintain oversight of, HR, health and safety, inclusion, performance, and environmental sustainability, safeguarding and relationships with key funders and stakeholders. The Director is responsible for developing the Prism Arts Business Plan including working with the board to agree SMART targets, Key Performance Indicators, and finance targets 2022/23. All members of the Senior Management Team attend board meetings, delivering reports, and presenting progress.

1.4 Risk Management

- Risk was reported quarterly using a Risk Register and via the Director's Report. Areas of risk were clearly highlighted, alongside recommended actions to mitigate risk. This process was managed by the Finance and Operations Manager.
- Our Risk Register captures strategic areas of risk and assesses risk rating. Key risk headings include Governance, Operations, Finance, and External and Environmental risk.
- The Arts Council of England rates risk against all NPO funded organisations. Prism Arts was rated as low risk.
- All relevant policies and procedures were updated and approved to ensure compliance and safeguarding responsibilities were met. A quarterly meeting and policy approval cycle are followed to manage this process. This process is managed by the Finance and Operations Manager.

Key Areas of Risk 2022/23:

1. External financial risk: Cost of Living Crisis and post pandemic recovery: Action Taken: Trustees allocated funds to Cause4 to deliver our Fundraising Strategy. £35,000 income was secured.
2. Cost of living crisis and post pandemic recovery: Wellbeing of participants and core clients. Action Taken: Prism Arts expanded face to face delivery, maintained contact with individuals, families, and carers. The charity also commissioned specific projects to engage and support new people. Led by the Participant Support Lead and funded by National Lottery Community Fund
3. Trustee Recruitment: Action Taken: A trustee recruitment plan was implemented Autumn 22. As a consequence, 2 new trustees were recruited to the board.
4. Capacity and Resources. Following our restructure in 2021, we commissioned a staff evaluation to review capacity and HR processes. This identified staff were happy in the new roles, however the study flagged a gap in capacity at leadership level. This has now been addressed by creating a new Creative Director role. Consultancy support underpins strategic and specialist areas of work: HR, Project Management, Fundraising and freelance artists.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

5. Staff recruitment and retention: A challenge to recruit specialist staff to key roles, loss of key staff. Action Taken:
- Continued implementation of appraisals and supervision model to ensure staff wellbeing and CPD.
 - Reviewing recruitment paperwork to attract more applications. Creating more inclusive job descriptions.
 - Developing clear pay scales and staff benefits to encourage applications to new roles.

1.5 Related Parties

Key Partners

We worked with several key strategic partners across our activity, including (but not limited to) the following:

Arts organisations and Museums

- **Tullie House Museum and Arts Gallery:** a museum and art gallery, and fellow National Portfolio Organisation in Carlisle.
- **Dove Cottage** is a museum situated in the former home of William Wordsworth in the Lake District. We will work with Dove Cottage on a range of projects, including exhibiting our artists' work.
- **Carlisle Cathedral:** Major heritage and religious centre in Carlisle.
- **English Heritage:** Major heritage trust managing Hadrian's Wall and Carlisle Castle
- **Creative People and Places:** West Coast. An arts council funded programme developing community engagement and infrastructure in the arts in Copeland and Allerdale.

Specialist Organisations

- **Cause4 (Arts Fundraising & Philanthropy)** is a social enterprise that supports charities to change and grow and runs the Arts Fundraising & Philanthropy programme to specifically upskill organisations in this area. We are working with Cause4 to rework our business plan and access training in governance and fundraising.
- **Cumbria Local Enterprise Partnership (LEP)** drives economic growth in the county by coordinating local authority activity with business needs. We will work with the LEP to ensure Prism Arts' work supports the local cultural strategy and influences local priorities.
- **Methodist Central Hall:** our current landlord in Carlisle. We will work with Methodist Central Hall to explore options for the future of our physical home in Carlisle.
- **Dawson Kaveney Associates** is an expert HR consultancy based in Carlisle. In 2022 Dawson Kaveney were commissioned to undertake a review of staffing following our restructure in 2020. This work was overseen by trustees.
- **Thomas Jardine Associates** is a business growth consultancy in the North of England that supports businesses to achieve their goals. The firm will provide mentoring for our Chief Executive to ensure we stay in line with our vision, mission, and values over the business planning period.
- **Words by Rachel** is a Marketing & Communications Services. Using words to connect people, products and ideas, Rachel Suddart delivers practical and effective marketing & communications services for organisations, businesses, and brands. In 2022 Rachel assisted Prism Arts with the Trustee Recruitment campaign

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

Local Authorities

- **Carlisle City Council** is the local authority for the city of Carlisle. We ensure our work supports local strategies (including Town Centre events and strategic plans). Carlisle City Council has supported Prism Arts through a one-off grant through the shared prosperity fund.
- **Cumbria County Council:** We worked closely with Adult Services to support our people. The County Council supports Prism Arts through an annual grant of £10,000 as part of an annual match fund for NPOs based in Cumbria.
- **NOTE: In April 2023 Cumbria and Carlisle Councils merged to form part of Cumberland Council**

Educational Partners

We work with educational partners including schools, colleges, and universities as well as those that specialise in supporting children with special educational needs, to engage new participants for our regular programmes and to shape the design of future activities in line with the needs of young people.

- **The University of Cumbria** is a university based in Carlisle, with campuses across Cumbria and in London, formed through the merger of several university campuses and art colleges. We will work with the university to deliver activities, including completion of our Artist Progression project Step UP.
- **School partners** James Rennie SEND School (Carlisle)
- **West Lakes College** West Cumbria
- **Lancaster University** is a university based in Lancashire delivering arts and arts management courses. Development of plans to assist students attending arts management MA programmes.

Networks

- **Carlisle Culture** is a consortium working to harness the arts, heritage, and culture of the city-region. We will work with Carlisle Culture to advocate regionally for the importance of culture in Carlisle, and of our work and our beneficiaries.
- **Creative Minds Network North** is a social enterprise working nationally to deliver accessible arts sessions. We will participate in Creative Minds' North Network to build contacts and strengthen the infrastructure around inclusive arts in the North of England.
- **LCEP West Cumbria and Carlisle** is the local cultural education partnership, coordinating educational activity across arts organisations in the area. We will work with the LCEP to advocate regionally for the importance of our work and beneficiaries, and to coordinate new cultural education activities.
- **Thriving Communities:** A Carlisle based health and wellbeing programme, led by Tullie House. This programme ended in 2022.
- **Cumbria Art and Culture Network:** A county-wide network supporting artists and creative organisations.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

2. FINANCIAL REVIEW

2.1 Investment Policy

Prism Arts invests funds (restricted and unrestricted) to meet charitable objectives. The Trustees have the power to invest in such assets as they see fit, in line with the charitable objectives and a responsibility to due care and diligence.

2.2 Reserves Policy Reviewed and approved AGM 2022

Prism Arts reserves consist of that part of its unrestricted funds that is freely available to spend on any of the charity's purposes. They are held to help the charity operate effectively.

Prism Arts will hold reserves equal to between 3 and 6 months of its expected expenditure in a year as shown in the Budget and by quarterly financial reports. These reserves are intended to:

- Provide at least 3 months of operating expenditure to enable the charity to find new sources of income if a source is not renewed or there is an unforeseen decline in an area of income generation, or an expected grant does not become available even though the Trustees had sound expectations that it would. During this time Prism Arts would either attempt to find new funding sources or would close the previously supported activity in an orderly manner.
- Provide the means for the charity to settle any contracts to which it is tied and to pay some or all its employees their entitled redundancy depending on whether there are, or are not, sufficient funds for it to continue.

The Trustees monitor the level of reserves quarterly to both ensure that they are maintained in line with the above and to identify reasons for fluctuations which indicate that reserves will exceed or not meet the required level. If reserves during the year are below target or exceed target, the trustees will consider whether this is due to a short-term situation or a longer-term issue. In the case of the latter, action will be taken to replenish or spend reserves.

We will monitor the level of reserves at every board meeting (on a quarterly basis). At present, the reserves are for the most part held in working capital and an investment bank account.

Trustees review the reserve policy annually. A financial position and cash in bank update are provided quarterly at board meetings.

Trustees designated reserves were £67,714 in line with the reserve policy.

2.3 Principal income and funding sources 2022/23 (in order of value)

Arts Council England NPO and Project Grants	£72,891
Direct Payments income	£54,604
National Lottery Community Fund	£34,298
Other grants (fundraising strategy)	£25,500
Esmee Fairburn Foundation	£16,269
Commissions income	£14,169

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

Carlisle City Council	£11,356
Cumbria County Council	£11,000
Donations	£1,489

COVID-19/ Cost of Living Crisis: The charity has rebalanced financially following the pandemic. However, earned income has gradually rebuilt as Direct Payments income for Studio Programme workshops increased across the year. Commissioned income also increased over the financial year. Both income strands have now reached pre pandemic levels. The Fundraising Strategy action plan secured £25,000 income from trusts with a further £9,879 from the Backstage Trust carried into next financial year. Fundraising was impacted by the cost of living crisis with many trusts redirecting funding to those most in need. Funds secured from Carlisle City Council through Shared Prosperity Funding provided critical funds.

3. OBJECTIVES AND ACTIVITIES

To develop and strengthen the charity following the pandemic we completed the following:

We continued to strengthen internal practices and processes:

- Digital: The charity now operates on a digital model, from calendars to share drive and Teams.
- Designing impact and evaluation models: A stronger evaluation and impact model is now in place allowing us to capture individual impact data and to strengthen our development as a charity through better understanding of community need.
- Supporting the team: Supervision, training and development support and an appraisal system are embedded.
- We delivered a staffing evaluation project to ensure that the staffing restructure was working, to explore staff benefits including membership of employee health schemes, a review of pay scales and develop plans for a percentage pay increase in 23/24 to support staff during the cost of living crisis.

We reviewed our Business Plan, embedding SMART Targets that address: We monitored SMART Targets at quarterly board meetings.

- Environmental Impact and Sustainability, we revised our Environmental Policy and embedded data into national data sets, including Julies Bicycle
- Inclusion and Diversity, we set clear targets to diversify of our board. Through partnership with Access All Areas we are exploring pathways to governance for LDA participants via a national training and development programme called Transforming Leadership.
- Quality and development of our programme, ensuring that we are engaging people to developed our offer. In 22/23 this has including securing funds to further develop our future work in West Cumbria. Delivering a series of pilot workshops to engage new disability specialist organisations, consulting our Carlisle participants, particularly around our performing arts offer.
- Resilience and dynamism, ensuring that the charity was well governed and financially viable. Including the implementation of a new Fundraising Strategy and the implementation of a new Marketing Action Plan.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

4. PUBLIC BENEFIT: In 2022/23 we met our Charitable Objectives

Our Charitable Objectives (CIO):

- The advancement of education through the medium of creative arts.
- To relieve the needs and promote social inclusion of persons who are socially excluded because of their disability, age, or ill health, by the provision of the creative arts with a view to overcoming barriers to inclusion into society.

Prism Arts activities and programme continued to span visual and performing arts, working to engage people with additional learning needs, older people, and younger people.

In 2022/23 we achieved public benefit through our two main strands of its work.

Studio Programme: Prism Arts Studio Programme comprises of weekly workshops in visual arts and theatre in Carlisle and on the West Coast. These ongoing programmes allow for skills development and the creative progression of participants. This programme has fully returned to a face-to-face service. In 22/23 Studio Programme expanded to 3 days a week. By the end of the year the new Studio Focus Day was fully subscribed. Studio Programme artists were commissioned to produce new work for the following:

- Rest Under the Stars: A commissioned sound installation in Carlisle Cathedral, providing a platform for Prism Arts artists.
- Dove Cottage: An exhibition of Prism Art artists work exhibited at Dove Cottage, Grasmere.

Projects: Prism Arts also worked in partnership with local organisations to offer specific projects that engage different or new audiences. Including SEND schools, arts organisations, museums, colleges, universities, and charities.

- Step Up: Engaging University of Cumbria and emerging artists. This groundbreaking project was completed in 2022, ending with a symposium and exhibition based at the University of Cumbria.
- Picture of Me: An Arts Council Funded project designed to reach new people, work with new artists and develop a new model of working. This project was completed.
- James Rennie Transition Programme: Engaging children and young people in Carlisle to engage with artists based at Prism Arts spaces.
- West Lakes College: Exploring creative programme development as part of the college's SEND provision.

We engaged 3 core audiences:

- Adults with Learning Disabilities (19+)
- Young People with Disabilities (11-25)
- Neurodivergent Adults (19+)

Location of our work:

- Carlisle: Prism Arts is based Carlisle. The majority of our work reached audiences in the local area.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

- West Coast: Our new creative Director has developed plans to complete a feasibility study funded by Shared Prosperity Fund, exploring creative opportunities for LDA young people in West Cumbria. Delivery in West Cumbria has focussed on working with West Lakes College, delivering creative programmes as part of core SEND curriculum.
- Cumberland Council: As the local authorities in Cumberland merge into 1 new unitary authority Prism Arts has worked to develop and maintain relationships with key councillors and staff.

Advisory Board:

A group of 6 people with LDA attended 3 trips and visits to other disability arts charities to meet peers and explore how other charities work. This work is forming the basis of our emerging Advisory Board.

Staff Training:

- 1-day Makaton Level 1 training with 7 members of the team
- 1-day Makaton level 2 training with 6 members of the team
- 2-day Mental Health Awareness completed with 2 members of the team

Marketing and Comms:

Cause4 worked with Prism Arts to create a new Marketing Plan for the charity. The resulting action plan has been in place since Autumn 2022. A new Communications Lead is now in post and delivering the action plan very effectively. Cause4 are continuing to offer mentoring support. In 23/24 a new Audience Development plan will underpin the Marketing Strategy.

A very positive year, with a new Communications Lead in post achieving significant improvements to the website and an uplift in social media traffic.

- Facebook: 1220 -> 1342 : 10% increase
- Twitter: 1445 -> 1476 : 2% increase
- Instagram (not including portfolio page): 579 -> 729 : 25% increase
- Instagram (including portfolio page): 579 -> 1038 : 79% increase
- Reels: 28,385 views – a new route to sharing short films via Instagram.
- You Tube: 3 films reached 353 people

Headline Data: 2022/23

In 2022/23 our impact returned to pre pandemic levels.

- 36 LDA Artists exhibited their work in mainstream cultural and heritage venues.
- 134 LDA Artists were supported to develop their creativity.
- 2030 opportunities for LDA people to participate in creative workshops.
- 1 new Studio Programme session developed – Studio Focus. Returning Prism Arts to 3 delivery sessions in Carlisle
- 2 exhibitions in Tullie House and Carlisle Cathedral, celebrating the work of individual LDA artists.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

- An expansion of weekly opportunities engaging 286 young people with disabilities, working closely with 1 SEND School and 1 College.
- 4 performances and 8 exhibitions (310 exhibition days) reaching 45,426 audiences.
- 1 national symposium reaching 52 audiences.
- 171 full day sessions, delivering 1026 hours of activity over the year.

5. THE TRUSTEE REPORT: ACTIVITY

Core Programme

- Studio Arts – Fine Arts Programme
- Studio Focus – Visual Arts Programme
- Studio Theatre - Performing Arts Programme

Young People

- James Rennie SEND school: Exploring Identity
- Lakes College: Enrichment Course

Projects

- Picture of Me
- Step Up Step Forward: A Prism Arts Symposium

Exhibitions, Events and Trips

- Harvey Tye: a solo art exhibition
- Rest Under the Stars
- Wordsworth Grasmere: Guardians of Nature

Case Studies

- Emma's Story
- Michael's Story



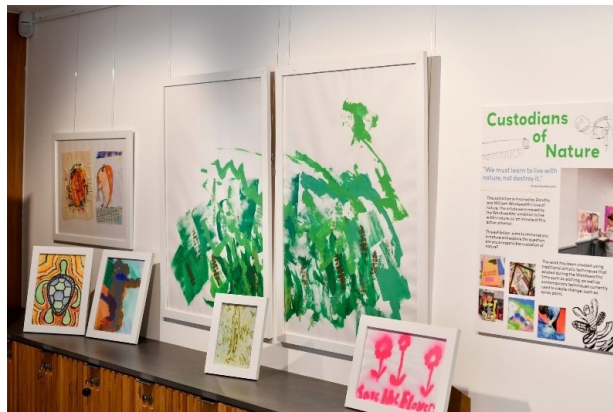
Trustees' Report for the Year Ended 31 March 2023

CORE PROGRAMME

Studio Arts

Studio Arts is our weekly fine arts programme for adults with learning disability and/ or autism. These are highlights from the studio in the last year.

Custodians of Nature Exhibition



"We must learn to live with nature, not destroy it."

Custodians of Nature was an exhibition created by artist collective Studio Arts that was on show at Dove Cottage in the month of August 2022. This exhibition showcased charming characters, a kaleidoscope of colour and rich artistic expression, with the aim to immerse you in nature and explore the question, are you a responsible custodian of nature?

Studio Arts researched traditional photography, etching and printmaking prints in session to inform their work. The exhibition was seen by 7,128 people.

Rest Under the Stars



Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

In the summer of 2022, Studio Arts worked with Carlisle Cathedral to transform the space between the medieval Canons' stalls into a place of rest and relaxation. The artists created textile patterns inspired by the space which adorned a variety of seating areas. They also worked with sound artist Tim Shaw throughout a course of sound-art workshops to create a unique soundscape which people experienced while relaxing. The installation was experienced by 1099 people from across the UK to much enjoyment.

Interesting Kaleidoscope

On the last Monday before Christmas break 2022, Studio Arts displayed their work from Autumn term throughout the studio spaces of the Methodist Hall in their 2nd annual Christmas showcase entitled by the group "Interesting Kaleidoscope – Diverse Art from the Team". Family and friends were invited for this sharing event and Christmas party!



Shift Conversations

We are thrilled to share that Prism Artist Jonathan "Jyma" Harkins is part of the nationwide project SHIFT! SHIFT exists to give recognition to and amplify the voices and works of learning disabled and neurodivergent artists and makers across the UK.

This project provides artists with a space to share their views around being creative and their experiences of the contemporary art world and how they are portrayed and treated.

Jyma was interviewed by Jennifer Gilbert of the Jennifer Lauren gallery as part of their conversation's series about disability rights, Christian art and how he would like to be known in the art world. You can watch this interview on the SHIFT website: <https://www.shift.jenniferlaurengallery.com/jyma-conversation>

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

Studio Focus

Studio Focus is our weekly applied arts programme for adults with learning disability and/ or autism. These are highlights from the studio in the last year.



Rebuild Site Project



Studio Focus kicked off their first academic year together by taking on a challenge by Rebuild Site, a local social enterprise with the goal to create a sustainable construction industry. They provided us with building materials that the group assembled into a large sculpture, *The Tap*, which will be displayed in their building.

Disability Voices

The group then collaborated with Healthwatch Cumbria for Disability Voices, a project by People First which aims to help champion views about health and social care who are currently running a large-scale survey of living with disabilities in Cumbria.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

Studio Focus created a collection of textile banners to celebrate their identities and lifestyles as part of their response to the project. During the organisation's autumn conference Healthwatch Cumbria will share the survey results and the group will exhibit their identity banners as well as get the chance to talk about their work.

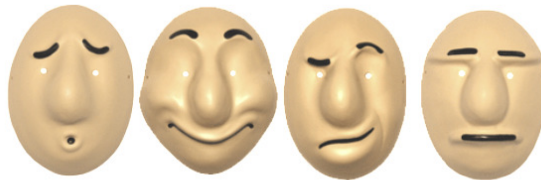
Studio Theatre

Studio Theatre is our weekly performing arts programme for adults with learning disability and/ or autism. These are highlights from the studio in the last year.

Ghost Stories

Stefan Escreet of Ragged Edge Productions has been leading Studio Theatre this academic year with a focus on inclusive methods of storytelling for those with communication barriers.

These have included audio drama in the form of ghost stories, devised and performed by the performers using microphones. The ghost stories were inspired by the haunting architecture of the Church building that Prism Arts is based in. The ghost stories were listened to by an audience of family and friends of the performers at the end of the autumn block to much enjoyment.



Expressive masks from Trestle Theatre



Trestle Masks

Other inclusive methods of storytelling have included the use of trestle masks from Trestle Theatre, an inclusive performing arts company that have popularised the use of the masks within neurodivergent spaces.

By performing wearing the exaggerated expressions, the performers tell stories using their body language. This allows those who have verbal communication difficulties the chance to act the story where they might struggle to verbalise it.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

Paradise Gardens



Paradise Gardens was a short play devised by the group which explored a range of original characters and their experience in the idyllic setting of Paradise Gardens. Things change when a new housing development threatens the town's harmony, and the locals organise a protest. This story was completely devised by the group through improv, which was then refined over the course of a block to create a short play which was performed in front of family and friends of the performers.

Young People with Disabilities and Autism



James Rennie SEND school: Exploring Identity

Our commissioned programme of work for James Rennie SEND School has had a brilliant second year run with each term bringing a new cohort of students to work with. The group have been led by a series of local, freelance artists such as Martin Evans, Mark Gibbs and Di McGhee to explore new mediums, as well as the concept of identity. As the students will be graduating from James Rennie Sixth Form at the end of the academic year, this topic was chosen to support them as they choose their next steps out of education.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

West Lakes College: Enrichment Course



Lakes College in Workington commissioned us to run a pilot series of workshops to aid personal progression and develop creativity for their SEN students. Our Lead Artists have delivered sessions in audio storytelling and stop motion animation. The Knotted Project also led a six-week block with a new group looking at co-devising drama. This pilot has been massively successful, and Lakes College have expressed an interest in another 12-week commissioned enrichment block for their students in the 2023 – 24 academic year.

Outreach Workshops

As part of an effort to expand our reach towards young people in Cumbria, we have invited two local schools, one college, and three community groups into our space to take part in free creative workshops. This has strengthened the relationship we have with these organisations. We have been able to have conversations about ways in which we could continue working together and developing our relationship further.

- 6 pilot workshops new young people with learning disabilities and Autism from across Cumberland.
- 6 new community and school groups engaged.
- Engaging 286 young people

Projects & Commissions

Volunteering and Career Development



Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

We have continued to support LDA (Learning Disabled and/ or Autistic) people to volunteer with other cultural organisations and have supported a county-wide project to engage with LDA individuals as volunteers. We have worked collaboratively to increase the number of volunteers supporting Prism Arts with help from our partner Helping Hands, an organisation which offers support for volunteers in Cumbria.

Volunteering and career development opportunities for people with LDA in Cumbria:

- 2 young people signed up to participate in Transforming Leadership – to develop governance and co-directing skills as part of a national project.
- Continued support for LDA artists to attend Tullie House Museum and Art Gallery Community Board
- Support for cultural organisations to develop opportunities for people to volunteer and understand the needs of LDA volunteers, through a partnership with Helping Hands = a county-wide volunteering project.
- 7 new volunteers supported



Transforming Leadership

This year we have been developing our partnership towards a national project lead by Access All Areas, an inclusive theatre company in London. *Transforming Leadership* will support the development of inclusive governance and inclusive delivery within Prism Arts. It will also help cement our relationship with Theatre by the Lake as a practical partner which will result in opportunities for our artists. Transforming Leadership will also influence our developing advisory group enabling the artists to put their training into action. Prism Artists Michael Shepherd and Catherine Quilter have agreed to take on the roles of trainee trustee and trainee co-director respectively and have been undertaking mentorship sessions at Prism Arts in preparation for the projects launch in the Summer of 2023.

West Coast Feasibility Study

Following the research project we completed in 2022, we have now received further funding to undertake a more in-depth feasibility study to look at the need in West Cumbria for people with LDA. The research project last year focused on school engagement – this time we will work closely with colleges and community groups to identify needs. Our learning will inform potential future expansions to our work.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023



Events

Step Up Step Forward: A Symposium Event



In July 2022, Prism Arts hosted *Step Up Step Forward*, a first of its kind symposium event to explore how learning disabled and autistic artists can enjoy access to learning opportunities and develop as artists in higher education settings.

Funded by the Esmée Fairbairn Foundation, This two-day event was the culmination of a 2 year project exploring opportunities for LDA people to access higher education opportunities. It was held at the University of Cumbria Brampton Road Campus. The first day was open to the public and consisted of active sharing activities, workshops and presentations by artists. The second day was a roundtable discussion of LDA inclusion in higher education settings with LDA organisations and HE institutes present.

Picture of Me Showcase

In June 2022, Prism Arts invited guests to our studio to celebrate the outcomes of the Picture of Me project.

Trustees' Report for the Year Ended 31 March 2023



The project enabled us to pilot a new way of working with the aim of putting the voices of learning disabled and/ or autistic people at the centre of creative approach, enabling participants to discover and share their own story.

We shared the artwork, films and stories of the participating artists at this showcase event with friends, family and stakeholders including the Mayor, Councillor Mike Mitchelson and the Mayoress, Mrs Anne Mitchelson, in attendance.



Harvey Tye: Solo Art Exhibition

On Monday 17th October 2023, local creatives and community leaders, as well as friends and family of the artist, gathered to enjoy Harvey Tye's stunning retrospective collection of work in Carlisle Cathedral. Guests heard speeches by the Right Worshipful Mayor of Carlisle Mike Mitchelson, Revd Canon Dr Benjamin Carter and Visual Lead Artist Katie Lock, celebrating the official opening of the exhibition as well as congratulating the artist on his fantastic creative output over the past decade.

The exhibition in Carlisle Cathedral was a tremendous success with Harvey's prints available. Over 2000 people visited the exhibition in Carlisle.

Trustees' Report for the Year Ended 31 March 2023

Hadrian's Wall 1900 Festival with Morag Myerscough

In celebration of Hadrian's Wall's 1900th anniversary, English Heritage has installed a contemporary and colourful take on the original Roman gatehouse at Housesteads Roman Fort – one of the Wall's best preserved and most important sites.

Created by renowned artist, Morag Myerscough and the local community the temporary installation – called 'The Future Belongs To What Was As Much As What Is' – stands in the exact spot that the north gatehouse at Housesteads once stood. The colourful re-imagining of the gatehouse echoes the original building in size and as visitors can climb to the top, the installation opens up views of the ancient landscape, last seen by Roman soldiers 1600 years ago.



Prism Arts were asked, alongside other community groups, to design and create boards to be installed in this fabulous installation. These were done over two workshop sessions at Housesteads Roman Fort.

Case Studies

Emma “Prism Arts has been life-changing for Emma”



Read Emma’s story of how Prism Arts helped her develop confidence after lockdown, and a *“deep sense of pride that hadn’t been there before”*

Emma, 42, is a Prism Artist who began her journey with us not too long ago in September 2021. Prior to Prism Arts Emma’s mum, Claire, shared with us some of the hardships Emma faced:

“She had been in lockdown for a very long time, and it had been very difficult for her as she doesn’t cope well with changes.

When she was offered a space at Prism Arts, it came at a very good time for her. Emma was delighted to start at Prism Arts and enjoyed it from the start. She thrives on being given achievable challenges.”

Emma began attending Studio Theatre every Friday. Very quickly, she became a much-loved member of the group, showing off her wonderful sense of humour and warm personality.

During sessions, she delved into her creative self in a way she never had before, developing her dancing, singing, acting and storytelling skills. Emma explains:

“I get a lot of pleasure making things and taking part in performances. I learn a lot of new things. I like to talk about what I am doing at Prism Arts. I like it when family and carers are invited to see my work – this makes me proud and boosts my confidence.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023



Prism Arts is exciting and makes me feel happy. I have friends at Prism Arts and we laugh"

"I have learned that I am good at art, and that I enjoy art very much."

After such a positive first year in 2022, Emma was keen to begin to try more at Prism Arts. So when we launched Studio Focus, another visual arts day, Emma jumped at the chance! Now on Thursdays, she is able to develop her art skills, creating gorgeous textile pieces, sculptures and paintings.

"I was happy to cancel my college group and attend Prism Arts (on Thursdays). I enjoy all of the activities I do at Prism Arts. There is always something of interest to everyone.

I have learned that I am good at art, and that I enjoy art very much. Recently I have taken up crafts such as knitting and sewing"

"I have seen massive changes in Emma since being at Prism Arts"

Claire has noticed a difference in Emma since attending on Thursdays and Fridays:

"I have seen massive changes in Emma since being at Prism Arts. Her physical skills have been improved greatly. Her painting, sewing and knitting etc are now very good.

But most important changes have been in the growth in her self-confidence, the pride she takes in the work she produces and her ability to make choices and not to repeat the last option prescribed to her.

Emma likes to do things herself as far as she is able, although her capabilities are very limited. The Prism Arts staff have helped her produce her own work. Their assistance for her to achieve has been brilliant. She has a deep sense of pride that wasn't there before. She has loved being part of fashion shows, being a ghost, spray painting, audio groups, singing groups, the Hadrian's Wall project, to name a few.

These changes have come about because of the staff she works with."

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023



Claire also shared with us her hopes for Emma going forward:

“My hopes for Emma are that she continues to grow in self- confidence, enjoying working in teams and being willing to give anything new a go because she knows she will receive the help for her to do it herself. Prism Arts has been life changing for Emma.”

Michael: “Prism Arts has made Michael more confident to speak out and communicate with others”

Read Michael’s story of how his confidence, social relationships and creative opportunities have grown since joining Prism Arts, told by Michael Shepherd and his parents.



Michael Shepherd has worked with Prism Arts for over 5 years in projects around Cumbria, and even took part in our bespoke lockdown zoom sessions to continue his work despite restrictions.

“Before joining the Prism group he was restricted by meeting with other young people of a similar age and ability” – Mr & Mrs Shepherd

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

It wasn't until 2022, however, that he formally joined the arts collective Studio Focus in Carlisle. Since attending, Michael has enjoyed having so many creative opportunities to choose from:

"I like doing drawings, sketching, and making films and all the work at Carlisle. I like going on all the trips and learning new things. Including the visit to Merz Barn and Hadrian's Wall" – Michael

Mr & Mrs Shepherd also noticed how enjoyable Michael has found his experience:

"Prism arts provided an opportunity for Michael to enjoy the different forms of art in a warm friendly atmosphere. It has given Michael the chance to interact with his peers and staff in a subject that he is able to contribute with."

"Michael looks forward to the sessions and is keen to go as many times as it is available."

Michael has enjoyed the social aspect of Prism Arts from his years with us and has enjoyed making new connections and maintaining old ones. He explains:

"I like meeting new friends there and talking about what we are doing now and into the future. I still enjoy speaking with all my friends at Distington and now in Carlisle" – Michael

"Prism Arts has made Michael more confident to speak out and communicate with others in a group that he enjoys in a pleasant and rewarding atmosphere. Michael embraces all aspects of the group enthusiastically and accepts each member as a friend and a colleague and accepts them all equally which must be driven from those at the helm of the organisation." – Mr & Mrs Shepherd



Michael is an extremely creative and focussed individual. He is a huge fan of all things railways, he is a keen model maker, and spends his spare time creating his own films depicting stories and narratives about trains which he posts on YouTube channel, "Shepper Studios Productions". He currently has 4k subscribers to his channel.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2023

"The confidence Michael has gained has allowed him to create his own videos, gain new skills in an application which has given him the confidence to do more. The knowledge and experience he has achieved is the conduit for more of the same, so who knows what he could achieve!" – Mr & Mrs Shepherd

Approved by the Trustees and signed on their behalf by:

.....

I Chapman, Chair

Trustee

Date:.....

Prism Arts CIO

Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report to the Trustees of Prism Arts CIO

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 28 to 39.

Your attention is drawn to the fact that the Charity has prepared the financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Joanne Thomlinson FCA
Dodd & Co Limited
Chartered Accountants

Date:.....

FIFTEEN Rosehill
Montgomery Way
Rosehill Estate
CARLISLE
CA1 2RW

Prism Arts CIO

Statement of Financial Activities for the Year Ended 31 March 2023

		Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	Note	£	£	£	£
Income and endowments from:					
Donations and legacies	2	101,114	69,909	171,023	228,504
Investments	3	1,478	-	1,478	221
Charitable activities	4	68,079	694	68,773	35,374
Total income		<u>170,671</u>	<u>70,603</u>	<u>241,274</u>	<u>264,099</u>
Expenditure on:					
Charitable activities		167,871	70,603	238,474	249,490
Total expenditure		<u>167,871</u>	<u>70,603</u>	<u>238,474</u>	<u>249,490</u>
Net incoming resources before transfers		2,800	-	2,800	14,609
Transfers					
Gross transfers between funds		-	-	-	-
Net movements in funds		2,800	-	2,800	14,609
Reconciliation of funds					
Total funds brought forward		212,003	-	212,003	197,394
Total funds carried forward		<u>214,803</u>	<u>-</u>	<u>214,803</u>	<u>212,003</u>

The notes on pages 30 to 39 form an integral part of these financial statements.

Prism Arts CIO
Balance Sheet as at 31 March 2023

		2023		2022	
	Note	£	£	£	£
Fixed assets					
Tangible assets	11		10,295		13,095
Current assets					
Debtors	12	10,636		4,806	
Cash at bank and in hand		210,931		218,788	
		<u>221,567</u>		<u>223,594</u>	
Creditors: Amounts falling due within one year	13	<u>(17,059)</u>		<u>(24,686)</u>	
Net current assets			<u>204,508</u>		<u>198,908</u>
Net assets			<u>214,803</u>		<u>212,003</u>
The funds of the charity:					
Restricted funds			-		-
Unrestricted funds					
Unrestricted income funds			<u>214,803</u>		<u>212,003</u>
Total charity funds			<u>214,803</u>		<u>212,003</u>

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board on and signed on its behalf by:

.....

I Chapman, Chair
Trustee

The notes on pages 30 to 39 form an integral part of these financial statements.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Accounting policies

Statement of compliance

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Basis of preparation

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

These financial statements have been prepared on a going concern basis.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Further details of each fund are disclosed in note 17.

Income and endowments

Donations and legacies including donations, legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

Income from Government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is recognised on a receivable basis.

Income received to fund projects is recognised as the project takes place. Project funding received in advance of a project taking place is deferred in the accounts. The trustees consider that although this may not be strictly in line with the SORP, this departure is necessary in order to ensure that the accounts show a true and fair view of the charity's affairs. Details of deferred income is provided in note 13 of the accounts.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs 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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment	15% reducing balance basis
----------------------------------	----------------------------

Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Donations and legacies				
Appeals and donations	1,379	110	1,489	4,056
Grants				
Carlisle City Council	11,356	-	11,356	8,000
Arts Council England NW	55,659	17,232	72,891	106,352
HLF	(2,780)	-	(2,780)	41,885
Other grants	25,500	34,298	59,798	-
Children In Need	-	-	-	6,841
Esme Fairburn Foundation	-	16,269	16,269	11,127
Big Lottery	-	-	-	39,243
Cumbria County Council	10,000	1,000	11,000	10,000
Cumbria Community Foundation	-	1,000	1,000	-
Littoral Arts Trust	-	-	-	1,000
	99,735	69,799	169,534	224,448
	101,114	69,909	171,023	228,504

Of the donations and legacies income in 2022, £181,313 related to unrestricted funds and £47,191 related to restricted funds.

3 Investments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Interest on cash deposits	1,478	-	1,478	221

All of the investment income in 2022 related to unrestricted funds.

4 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Charitable activities				
Commissions	14,169	-	14,169	4,900
Studio Programme	53,910	694	54,604	30,474
	68,079	694	68,773	35,374

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

All of the income from charitable activities in 2022 related to unrestricted funds.

5 Total resources expended

	Prism Arts	Commission	Studio Programme	Total 2023	Total 2022
	£	£	£	£	£
Direct costs					
Artist fees	15,395	6,387	7,500	29,282	48,208
Artist materials	2,163	556	1,428	4,147	3,774
Artist and participant travel	1,292	-	687	1,979	538
Equipment	511	238	141	890	413
(Profit)/loss on disposal of tangible fixed assets	3,337	-	-	3,337	-
Employment costs	4,411	3,969	37,043	45,423	53,777
Venue hire	-	-	-	-	273
Publicity costs	5,435	-	-	5,435	5,308
Sundry expenses	67	-	-	67	13
Travel and subsistence	724	-	252	976	1,580
	<u>33,335</u>	<u>11,150</u>	<u>47,051</u>	<u>91,536</u>	<u>113,884</u>
Support costs					
Employment costs	89,154	-	-	89,154	79,065
Staff training	2,381	-	-	2,381	960
Rent and utilities	24,881	-	-	24,881	23,904
Insurance	1,322	-	-	1,322	1,090
Telephone and internet	4,053	-	-	4,053	4,392
Office expenses	17,660	-	-	17,660	19,508
Trade subscriptions	640	-	-	640	146
Sundry expenses	1,418	-	-	1,418	743
Cost of trustee meetings	40	-	-	40	38
Accountancy fees	1,990	-	-	1,990	1,996
Payroll costs	744	-	-	744	876
Independent examiner's fee	650	-	-	650	650
Bank charges	72	-	-	72	96
Depreciation of plant and machinery	1,933	-	-	1,933	2,142
	<u>146,938</u>	<u>-</u>	<u>-</u>	<u>146,938</u>	<u>135,606</u>
	<u>180,273</u>	<u>11,150</u>	<u>47,051</u>	<u>238,474</u>	<u>249,490</u>

Of the expenditure in 2022, £177,770 related to unrestricted funds and £71,720 related to restricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

6 Governance costs

	2023	2022
	£	£
Cost of trustee meetings	40	38
Accountancy fees	1,990	1,996
Independent examiner's fee	650	650
Payroll costs	744	876
	<u>3,424</u>	<u>3,560</u>

7 Trustees' remuneration and expenses

No trustees received remuneration or expenses during the year.

8 Net incoming resources

Net incoming resources is stated after charging:

	2023	2022
	£	£
Loss/(profit) on disposal of tangible fixed assets	3,337	-
Depreciation of owned assets	<u>1,933</u>	<u>2,142</u>

9 Employees' remuneration

The monthly average number of persons (including senior management) employed by the charity during the year was as follows:

	2023 No.	2022 No.
Charitable activities	<u>8</u>	<u>10</u>

The aggregate payroll costs of these persons were as follows:

	2023	2022
	£	£
Wages and salaries	129,208	127,933
Social security	2,844	2,697
Other pension costs	<u>2,525</u>	<u>2,212</u>
	<u>134,577</u>	<u>132,842</u>

No employee received emoluments of more than £60,000 during the year.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

10 Taxation

The registered charity is exempt from taxation on income and gains.

11 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2022	20,934
Additions	2,470
Disposals	(5,852)
As at 31 March 2023	<u>17,552</u>
Depreciation	
As at 1 April 2022	7,839
Eliminated on disposals	(2,515)
Charge for the year	1,933
As at 31 March 2023	<u>7,257</u>
Net book value	
As at 31 March 2023	<u><u>10,295</u></u>
As at 31 March 2022	<u><u>13,095</u></u>

12 Debtors

	2023 £	2022 £
Trade debtors	<u>10,636</u>	<u>4,806</u>

13 Creditors: Amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	<u>17,059</u>	<u>24,686</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

14 Operating lease commitments

As at 31 March 2023 the charity had total future minimum lease payments under non-cancellable operating leases as follows:

	Land and Buildings	
	2023	2022
	£	£
Within one year	15,000	15,000
Within two and five years	-	15,000
	<u>15,000</u>	<u>30,000</u>

15 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £2,525 (2022 - £2,212).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

16 Related parties

Controlling entity

The charity is controlled by the trustees.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

17 Analysis of funds

	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
Designated Funds				
Designated funds	67,714	-	-	67,714
General Funds				
General funds	110,163	102,745	(109,670)	103,238
Training	11,090	-	-	11,090
Commissions	23,036	13,884	(11,150)	25,770
Studio Programme	-	54,042	(47,051)	6,991
	<u>144,289</u>	<u>170,671</u>	<u>(167,871)</u>	<u>147,089</u>
Restricted Funds				
Esme Fairburn	-	18,963	(18,963)	-
Story Crafting	-	17,274	(17,274)	-
Lottery Community Fund	-	34,366	(34,366)	-
Backstage Trust	-	-	-	-
	<u>-</u>	<u>70,603</u>	<u>(70,603)</u>	<u>-</u>
	<u>212,003</u>	<u>241,274</u>	<u>(238,474)</u>	<u>214,803</u>

Esme Fairburn: A progression project enabling Prism Arts to deepen our work with Studio Programme members enabling a cohort of people individual progression and development as artists. Working in partnership with the University of Cumbria Fine Art Dept. the project will enable emerging artists to access University facilities and expertise. The project will also work with students, developing new diverse collaborations and partnerships. The project will be funded for 2 years ending with a national seminar celebrating our learning and setting out a future programme of work.

Story Crafting: We would like to investigate and test a sustainable model of digital engagement for adults with learning disabilities or autism across Cumbria. We will do this through a focus on creative story making that facilitates a process of people telling the story of themselves and provides the content for three distinct strands which are: Street Art, dance and movement, and digital story telling. We will then co-produce mechanisms for live online public sharing of the work with the project participants.

Lottery Community Fund: This funding is to provide new, sustainable opportunities for people with disabilities to access services through partnership working with disability specialist organisations.

Backstage Trust: This funding was provided to develop a youth theatre for young people with disabilities and autism in Cumbria.

Designated funds: see the reserves policy on page 6.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

Prior period

	At 1 April 2021	Incoming resources	Resources expended	Transfers	At 31 March 2022
	£	£	£	£	£
Designated Funds					
Designated funds	67,714	-	-	-	67,714
General Funds					
General funds	96,885	177,508	(139,801)	(24,429)	110,163
Training	11,090	-	-	-	11,090
Commissions	21,899	4,900	(3,763)	-	23,036
Studio Programme	(194)	34,500	(58,735)	24,429	-
	<u>129,680</u>	<u>216,908</u>	<u>(202,299)</u>	<u>-</u>	<u>144,289</u>
Restricted Funds					
Studio Programme	-	9,815	(9,815)	-	-
Youth Theatre	-	6,841	(6,841)	-	-
Esme Fairburn	-	10,727	(10,727)	-	-
Story Crafting	-	19,808	(19,808)	-	-
	<u>-</u>	<u>47,191</u>	<u>(47,191)</u>	<u>-</u>	<u>-</u>
	<u>197,394</u>	<u>264,099</u>	<u>(249,490)</u>	<u>-</u>	<u>212,003</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2023

..... continued

18 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Tangible assets	10,295	-	10,295	13,095
Current assets	208,985	12,582	221,567	223,594
Creditors: Amounts falling due within one year	(4,477)	(12,582)	(17,059)	(24,686)
Net assets	<u>214,803</u>	<u>-</u>	<u>214,803</u>	<u>212,003</u>

Prior period

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Tangible assets	13,095	-	13,095	11,471
Current assets	205,605	17,989	223,594	237,254
Creditors: Amounts falling due within one year	(6,697)	(17,989)	(24,686)	(51,331)
Net assets	<u>212,003</u>	<u>-</u>	<u>212,003</u>	<u>197,394</u>

PRISM ARTS

England & Wales - Charity number 1159797

Accounts

CHARITY COMMISSION

Prism Arts CIO

Registration number: 1159797

**Annual Report and Financial
Statements**

31 March 2022



Prism Arts CIO

Contents

Reference and Administrative Details	1
Trustees' report	3
Trustees' responsibilities	17
Independent examiner's report	18
Statement of financial activities	19
Balance sheet	20
Notes to the financial statements	21

Prism Arts CIO

Reference and Administrative Details

Charity name	Prism Arts CIO
Charity registration number	1159797
Principal office	The Old Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Registered office	The Old Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Trustees	H Stewart, Chair (Resigned 29 October 2021) J Cobbold, Chair A Fazal, Treasurer (Resigned 31 October 2021) L Telford A Lynch S Ghafoor S Smith (Appointed 24 November 2021) V Walden (Appointed 24 November 2021) I Chapman (Appointed 24 November 2021) B Heslop (Appointed 24 November 2021) (Resigned 24 February 2022)
Solicitor	Burnetts 6 Victoria Place CARLISLE CA1 1ES
Accountant	Dodd & Co Limited FIFTEEN Rosehill Montgomery Way Rosehill Estate CARLISLE CA1 2RW

Prism Arts CIO

Reference and Administrative Details

Bankers

CAF Bank Ltd
25 Kings Avenue
Kings Hill
WEST MALLING
ME19 4JQ

Cumberland Building Society
Cumberland House
Cooper Way
Parkhouse
CARLISLE
CA3 0JF

Prism Arts CIO
Trustees' Report for the Year Ended 31 March 2022

The financial statements have been prepared in accordance with the accounting policies set out in the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland.

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing Document

Prism Arts is a Charitable Incorporated Organisation (CIO). The charity was established by a trust deed dated 10th January 1992 and is governed by its constitution dated 26th March 1992 and addendum dated June 1996. The charity was re-registered as a CIO with the Charity Commission under the charity number 1159797 on 6 January 2015.

1.2 Recruitment/Induction and Training of Trustees

Prism Arts works to ensure that the charity is supported by a board of trustees with expertise, knowledge, and experience. Excellence and inclusivity governance has been embedded as a key priority within our updated Prism Arts Business Plan 2022 - 2024, with KPIs and Targets designed to support our development in this area.

Plans to establish a new Advisory Group will be implemented in September 2022. The Advisory Group will include participants, trustees, staff and artists.

Recruitment: Prospective trustees are recommended to the Board, and candidates are then followed up by the Chair and Governance and Audit Group. If the candidate remains of interest to Prism Arts, the Chair will invite the prospective Trustee to attend a Board meeting as an observer. Once Trustee(s) have met the Chair and attended a Board meeting, and both parties agree, prospective Trustees are invited to become full members of the Board at the following meeting or AGM.

Inclusion: Prism Arts recognises that we need to develop a more diverse board. Following the revision of our Business Plan, we have a clear plan in place that will be developed over 2022/23 and monitored via SMART Targets and Board KPIs. Trustee recruitment will be operated through a clear inclusive process, including open advertising and some targeted approaches to address skills gaps. Our Advisory Group will oversee this process. The appointment of 2 Participant Support Leads funded by the Community Fund will support this process.

Induction: New Trustees receive an induction pack including a copy of the Business Plan, Trustee Registration Form and Diversity Monitoring Form, Skills Audit, Constitution, Board Rules, recent board papers, and a copy of the Essential Trustee (Charity Commission). Trustees are invited to events, exhibitions, and workshops. Trustees are also invited to engage in training opportunities and Away Day sessions, often alongside staff.

2021/22: Following a recruitment project, 4 new trustees joined the board. 3 Trustees stepped down, including Prism Arts Chair and Treasurer, an acting Chair is currently in place with a new Chair and Treasurer due to joining the board in July 2022.

Covid 19: Trustee meetings were held via Zoom, with papers circulated via Google Docs. Meetings continue to be held via Zoom, with plans to move to in-person meetings from Autumn 2022.

1.3 Organisational Structure 2021/22

The Board met quarterly (4 meetings). Trustees were responsible for overseeing strategic direction, finance, risk management, safeguarding and policies. The Director reported to Trustees at meetings and continued to be a non-voting member of the Board. The Director set out the in-year operational strategy in response to Covid, and business priorities and was responsible for the day-to-day management of the charity. Trustees managed oversight of risk management, HR, health and safety, inclusion and environmental sustainability, safeguarding and relationships with key funders and stakeholders. The Director was responsible for developing a Prism Arts Business Plan revision including working with the board to develop SMART targets, Key Performance Indicators and finance targets 2021/22. Increasingly members of the Senior Management Team attended board meetings, delivering reports and presenting progress.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

1.4 Risk Management

- The risk was reported quarterly through a Risk Register and Director's Report. Areas of risk were highlighted, alongside recommended actions to mitigate risk.
- Our Risk Register captures strategic areas of risk and assesses risk rating. Key risk headings include Governance, Operations, Finance, and External and Environmental risk. This document is reviewed quarterly at board meetings.
- Arts Council England rates risk against all NPO funded organisations. Prism Arts was rated as low risk.
- All relevant policies and procedures were updated and approved to ensure compliance and safeguarding responsibilities were met. A quarterly meeting and policy approval cycle are followed to manage this process. This process is managed by the Finance and Operations Manager

Key Areas of Risk 2021/22:

1. Covid 19: Loss of critical income

Action Taken: A fundraising strategy was commissioned. Trustees allocated funds to recruit a fundraising post.

2. Covid 19: Wellbeing of participants and core clients.

Action Taken: Prism Arts managed a successful return to face to face delivery and developed specific projects to meet the need. Led by the staff team and Participant Support Leads.

3. Trustee Recruitment

Action Taken: A trustee recruitment plan was approved in July 2021. As a consequence, 4 trustees were recruited to the board.

4. Capacity and Resources: Following the staffing restructure (reduction in capacity by 25%) and increased programme following the pandemic.

Action Taken: A commitment to delivering an evaluation of the staff review 2022/23. Annualised hours contracts allow staff to flex working weeks. Temporary to core contracts as required. Use of consultancy support as required.

5. Staff recruitment and retention: A challenge to recruit specialist staff to key roles, loss of key staff

Action Taken: Freelance and Consultancy

a. An interim model delivered by freelance artists for Studio Theatre

b. Continued implementation of appraisals and supervision model to ensure staff wellbeing and development.

c. Interim freelance fundraising (Cause4)

Prism Arts CIO
Trustees' Report for the Year Ended 31 March 2022

1.5 Related Parties

Key Partners

We worked with several key strategic partners across our activity, including (but not limited to) the following:

Arts organisations and Museums

- **Tullie House Museum and Arts Gallery:** a museum and art gallery, and fellow National Portfolio Organisation in Carlisle.
- **Dove Cottage** is a museum situated in the former home of William Wordsworth in the Lake District. We will work with Dove Cottage on a range of projects, including exhibiting our artists' work.
- **Carlisle Cathedral:** Major heritage and religious centre in Carlisle.
- **Street Arts Carlisle. Blind Assassins**

Specialist Organisations

- **Cause4 (Arts Fundraising & Philanthropy)** is a social enterprise that supports charities to change and grow and runs the Arts Fundraising & Philanthropy programme to specifically upskill organisations in this area. We are working with **Cause4** to rework our business plan and access training in governance and fundraising.
- **Clore Leadership:** provides professional training and development for the cultural sector.
- **Cumbria Local Enterprise Partnership (LEP)** drives economic growth in the county by coordinating local authority activity with business needs. We will work with the LEP to ensure Prism Arts' work supports the local cultural strategy and influences local priorities.
- **Methodist Central Hall:** our current landlord in Carlisle. We will work with Methodist Central Hall to explore options for the future of our physical home in Carlisle.
- **Sue Kaveney Associates** is an expert HR consultancy based in Carlisle. We will work with Sue to put in place appropriate HR processes as an organisation.
- **Thomas Jardine Associates** is a business growth consultancy in the North of England that supports businesses to achieve their goals. The firm will provide mentoring for our Chief Executive to ensure we stay in line with our vision, mission and values over the business planning period.
- **Words by Rachel** is a Marketing & Communications Services. Using words to connect people, products and ideas, Rachel Suddart delivers practical and effective marketing & communications services for organisations, businesses and brands

Local Authorities

- **Carlisle City Council** is the local authority for the city of Carlisle. We ensure our work supports local strategies (including Town Centre events and strategic plans). Carlisle City Council does not support Prism Arts through grants or financial investment.
- **Cumbria County Council:** We worked closely with Adult Services to support our people. The County Council supports Prism Arts through an annual grant of £10,000 as part of an annual match fund for NPOs based in Cumbria.
- **NOTE:** In 2023/24 Prism Arts will be based in a new Unitary Authority: Cumberland Council

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

Educational Partners

We work with educational partners including schools, colleges and universities as well as those that specialise in supporting children with special educational needs, to engage new participants for our regular programmes and to shape the design of future activities in line with the needs of young people.

- **The University of Cumbria** is a university based in Carlisle, with campuses across Cumbria and in London, formed through the merger of several university campuses and art colleges. We will work with the university to deliver activities, including the Artist Progression project, and to establish research presented at the university to understand our impact and that of culture in Cumbria.
- **School partners** James Rennie SEND School (Carlisle)
- **West Lakes College** West Cumbria

Networks

- **Carlisle Culture** is a consortium working to harness the arts, heritage and culture of the city-region. We will work with Carlisle Culture to advocate regionally for the importance of culture in Carlisle, and of our work and our beneficiaries.
- **Creative Minds Network North** is a social enterprise working nationally to deliver accessible arts sessions. We will participate in Creative Minds' North Network to build contacts and strengthen the infrastructure around inclusive arts in the North of England.
- **LCEP West Cumbria and Carlisle** is the local cultural education partnership, coordinating educational activity across arts organisations in the area. We will work with the LCEP to advocate regionally for the importance of our work and beneficiaries, and to coordinate new cultural education activities.
- **Thriving Communities:** A Carlisle based health and wellbeing programme, led by Tullie House
- **Carlisle LCEP:** A Carlisle based education and learning programme, led by Tullie House
- **Cumbria Art and Culture Network:** A county-wide network supporting artists and creative organisations.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

2. FINANCIAL REVIEW

2.1 Investment Policy

Prism Arts invests funds (restricted and unrestricted) to meet charitable objects.

The Trustees have the power to invest in such assets as they see fit, in line with the charitable objects and a responsibility to due care and diligence.

2.2 Reserves Policy

Reviewed and approved 30 July 2021

Prism Arts reserves consist of that part of its unrestricted funds that is freely available to spend on any of the charity's purposes. They are held to help the charity operate effectively.

Prism Arts will hold reserves equal to between 3 and 6 months of its expected expenditure in a year as shown in the Budget and by quarterly financial reports. These reserves are intended to:

- Provide at least 3 months of operating expenditure so as to enable the charity to find new sources of income if a source is not renewed or there is an unforeseen decline in an area of income generation, or an expected grant does not become available even though the Trustees had sound expectations that it would. During this time Prism Arts would either attempt to find new funding sources or would close the previously supported activity in an orderly manner.
- Provide the means for the charity to settle any contracts to which it is tied and to pay some or all of its employees their entitled redundancy depending on whether there are, or are not, sufficient funds for it to continue.

The Trustees monitor the level of reserves quarterly to both ensure that they are maintained in line with the above and to identify reasons for fluctuations which indicate that reserves will exceed or not meet the required level. If reserves during the year are below target or exceed target, the trustees will consider whether this is due to a short-term situation or a longer-term issue. In the case of the latter, action will be taken to replenish or spend reserves.

We will monitor the level of reserves at every board meeting (on a quarterly basis). At present, the reserves are for the most part held in working capital and an investment bank account.

Trustees review the reserve policy annually. A financial position and cash in bank update are provided quarterly at board meetings.

Trustees designated reserves were £67,714 in line with the reserve policy.

2.3 Principal income and funding sources 2021/22 (in order of value)

Arts Council England NPO and Culture Recovery Grants	£106,352
Heritage Lottery Fund (HLF)	£41,885
National Lottery Community Fund	£39,243
Direct Payments income	£30,474
Esmée Fairburn Foundation	£11,127
Cumbria County Council	£10,000
Carlisle City Council	£8,000
Children in Need	£6,841
Commissions	£4,900
Donations	£4,056
Other Grants	£1,000

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

***COVID-19:** The ongoing reduction in earned income 2021/22 continues to place the charity at moderate risk. However, earned income has gradually rebuilt as Direct Payments income for Studio Programme workshops increased across the year. Commissioned income has also increased over the financial year. Both income strands have not reached pre pandemic levels. A Fundraising Strategy was commissioned in 2021 to address this challenge, with Cause 4 now contracted to deliver a fundraising programme with a target of £60k.

3. OBJECTIVES AND ACTIVITIES

Navigating Covid 2021/22

Prism Arts successfully navigated the second phase of the pandemic by implementing a strategy focussing on the following 4 areas:

- We maintained delivery of essential services, with a return to face-to-face delivery. We maintained some remote delivery, but this reduced in scale.
- Delivered extra support for individuals who were still struggling to return to the workplace. Creating a bespoke programme for people called Relaxed Studio.
- Commissioned a fundraising strategy to maintain income from other sources while earned income continues to be impacted following the pandemic. To include a community donations programme.
- Maintained high levels of Covid safe procedures and practices, ensuring that everyone was safe.

To develop and strengthen the charity following Covid we completed the following:

1. We strengthened internal practices and processes:

- Digital: The charity now operates on a digital model, from calendars to share drive and Teams.
- Designing impact and evaluation models: A stronger evaluation and impact model is now in place allowing us to capture individual impact data and to strengthen our development as a charity through better understanding of community need.
- Supporting the team: Supervision, training and development support and an appraisal system are now embedded.

2. We reviewed our Business Plan, embedding SMART Targets that address: We monitored SMART Targets at quarterly board meetings.

- Environmental Impact and Sustainability: we revised our Environmental Policy and embedded data into national data sets, including Julies Bicycle.
- Inclusion and Diversity, we set clear targets to diversify of our board, and recruited 1 new disabled board member in Autumn 2022.
- Quality and development of our programme: ensuring that we consulted and engaged people to improved and developed our offer, delivering a consultation and scoping exercise in West Cumbria.
- Resilience and dynamism: ensuring that the charity was well governed and financially viable. Including the commissioning and implementation of a new Fundraising Strategy.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

4. PUBLIC BENEFIT: In 2021/22 we met our Charitable Objectives

Our Charitable Objectives (CIO):

- The advancement of education through the medium of creative arts.
- To relieve the needs and promote social inclusion of persons who are socially excluded because of their disability, age, or ill health, by the provision of the creative arts with a view to overcoming barriers to inclusion into society.

Prism Arts activities and programme continued to span visual and performing arts, working to engage people with additional learning needs, older people and younger people.

In 2021/22 we achieved public benefit through our two main strands of its work.

Studio Programme: Prism Arts Studio Programme comprises of weekly workshops in visual arts and theatre in Carlisle and on the West Coast. These ongoing programmes allow for skills development and the creative progression of participants. This programme reverted back to a face-to-face service, with the majority of our participants returning to the studio. A relaxed studio model was developed to support individuals who were still finding it very difficult to return to face-to-face delivery post pandemic.

Special Projects: Prism Arts also worked in partnership with local organisations to offer specific projects that engage different or new audiences. This includes local schools, arts organisations, health services and charities. These projects were adapted into a digital and remote working offer over 2021/22. It was critical for the charity that projects were sustained both to ensure ongoing engagement of our people but also to unlock critical unrestricted income:

- HLF Kurt Schwitters: Completion of this project in 2021/22
- Step Up: Engaging University of Cumbria and emerging artists
- Picture of Me: An Arts Council Funded project designed to reach new people, work with new artists and develop a new model of working.
- James Rennie Transition Programme: Engaging children and young people in Carlisle

We engaged 3 core audiences:

- Adults with Learning Disabilities (19+)
- Young People with Disabilities (11-25)
- Neurodiverse Adults (19+)

Location of our work:

- Carlisle: Prism Arts is based Carlisle. The majority of our work reached audiences in the local area.
- West Coast: Our work on the West Coast was sustained until the completion of the Kurt Schwitters project. In 2021/22 the Community Fund and Picture of Me funding enables us to deliver action research projects in West Cumbria, undertake a consultation project with schools and develop a new programme of work for the West that has been embedded within our next NPO application.

Marketing and Communications:

We engaged the public and stakeholders through our Social Media feeds, Twitter, Facebook, Instagram, and LinkedIn. We uploaded 29 films to YouTube, achieving over 1112 views.

We achieved press coverage in Cumberland News, Cumbria Crack and Radio Cumbria.

In 2022/23 we will work to develop content led by our artists with learning disabilities and autism including blogs. We will also launch a digital shop.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

Headline Data: 2021/22:

In 2021/22 our impact in terms of numbers changed as a result of the pandemic, however, we continued to deliver

- 515 workshops engaged 2802 participants
- We delivered 4 in-person performances and 2 exhibitions that reached 9338 people.
- We worked with 24 artists
- We achieved 2 commissions for our studio programme artists

5. THE TRUSTEE REPORT: ACTIVITY

OUR PROJECTS and PROGRAMMES

We continued to deliver our 2 programme pillars:

1. **Core projects:** Studio Programme: our weekly creative arts programmes for adults (19+) and young people (14-25) with additional needs, learning difficulties and autism, allowing regular engagement with visual or performing arts, the creation of new work, and the development of friendships and community. Our regular programmes run during term times (36 weeks a year) in both visual arts (Studio Arts) and theatre (Studio Theatre), and a new pilot called Relaxed Studio. Our core programme incorporated opportunities for individual artists to develop their practice.
2. **Special projects:** Time limited funded projects that developed progression, access and new creative engagement opportunities for people with learning disability and autism: Step Up, James Rennie Transition Project, Picture of Me and a Summer School.

A: CORE PROJECTS: STUDIO PROGRAMME

We started the year delivering studio programme via a remote offer. However, after Easter we started the transition back into face-to-face delivery. For a time, we delivered a hybrid offer to manage social distancing restrictions and to support people who were isolating. Over this period, we used the artform specialisms and practice knowledge of our Lead Artists and Project Managers to shape and develop the programme of work around the needs of our people. Following National Lottery Community Fund investment, we were also able to allocate a clear focused programme of engagement led by our new Participant Support Leads. This resource has been transformational enabling engagement of our people with creative opportunities and progression.

We have had to temporarily close Studio West, as a result of the pandemic. However, our special projects programme has enabled us to redesign and plan.

REMOTE WORKING - We moved to in person delivery over 2021/22. We continued to engage participants with learning disability and autism with opportunities via Zoom and online events and training as part of their personal development. Artists were supported to return to sessions at a pace that suited them. This looked different for each individual, some artists continued with Zoom sessions, whilst others came back in a reduced capacity. There was also the creation of relaxed Thursdays, a safe space for artists to come back to Prism Arts but with a slower paced and physically spaced-out approach. This has become grown to be a popular day, and it has also served as a way for people new to Prism Arts to be able to learn about what Prism does.

STUDIO ARTS – Visual Arts sessions in Carlisle: Supported by Direct Payments and NPO investment. Adults with learning disabilities and autism met on a weekly basis to develop visual arts practice and skills.

Academic year 21/22 overview for Studio Arts

Studio Arts began this academic year by looking at creative identity, what that is and what that means to them. This included learning a variety of artistic techniques whilst exploring conceptual questions about being artist. This culminated with an exhibition within the Prism Arts building, where the artists for the first time experienced every step of putting on an exhibition from curation, installation to getting ready the opening evening.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

The group then moved onto a body of work for an exhibition at Dove Cottage, the second exhibition commission from here. The body of work looked at nature and communication – taking inspiration from Wordsworth's passion and advocacy for nature. Studio Arts had a wonderful day visiting Dove Cottage and becoming immersed in the world of Wordsworth. The project also saw guest artist Mark Gibbs run sculpture sessions.

The last third of this academic year Studio Arts have been working on a commission from Carlisle Cathedral, which has comprised of two elements. The artists began with creating work for textile and pattern design for some vibrant deckchairs. The group then also worked with sound and environmental artist Tim Shaw to explore various technology and creative approaches to sound art. These two things will come together for a brilliant installation at the cathedral.

Besides this, the group have visited Rheged and various other local art exhibitions and have had the space to explore their own ideas and creative projects, with afternoons often set aside for each artist to develop their personal creative journey. Studio Arts also now have a very active social media presence through a regularly updated Instagram, on here the general public can keep up to the date with projects and check out new artwork. One of our artists also had work in a group exhibition of artists from around the UK at Project Ability in Glasgow.

Partnerships and Exhibitions & Trips and Visits:

- Travelling Stories: Tullie House (see case study below)
- Dove Cottage, A commission to produce new work for the community gallery
- Carlisle Cathedral, A new commission to produce new work for Carlisle Cathedral (see Special projects below)

STUDIO THEATRE – Theatre sessions in Carlisle: Supported by Direct Payments and Arts Council of England NPO Investment. Adults with learning disabilities and autism met on a weekly basis to develop performing arts practice and skills.

Studio Theatre went back to basics following COVID 19 and developed participant artist skills and practice. They have spent time exploring different genres of performance from musical theatre to dance and watched films of performance by other artists with disabilities or learning disabilities to increase their exposure to and experience of performing arts.

Following staff changes, we have worked with freelance artists to deliver blocks of activity that focus on different aspects of performing arts. Kate Gregson and Stefan Escreet (Theatre), Susie Tate (Dance), Victoria Barbe (Singing).

Theatre by the Lake also enables access to theatre productions free of charge to Studio Theatre participants to increase access to live performance.

Partnerships and Showcases & Trips and Visits:

- University of Cumbria, performing arts department
- Ragged Edge Productions
- Theatre by the Lake, Keswick
- Susie Tate, Dance

STUDIO THEATRE WEST – Theatre sessions West Cumbria, funded by Heritage Lottery Funding and Direct Payments.

The focus of Studio Theatre West during 2021/22 had been the artist Kurt Schwitters. The programme was interrupted due to COVID 19, and we moved to a remote model of working during the lockdown. Once schools opened, we were still unable to access our base at Distington Community School or work face to face with participants. As an alternative we worked with the members of our youth theatre and created a film based on the research, design and storyboards of participants of Studio Theatre West. The film was shown at The Merz Barn in June 2022 and is available on our YouTube channel.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

From September 2022 we embarked on a consultation with secondary schools to understand the needs of SEND pupils and how we could best support schools post COVID. We are now developing a strategy for the delivery of work in West Cumbria in partnership with Lakes College West Cumbria (partner on Picture of Me project) that builds on the creative approach developed through the Picture of Me project and supports the needs of students transitioning from school into college and adulthood.

NEW: RELAXED STUDIO – Developed by our new Participant Support Leads, funded by the Community Fund and Direct Payments.

One of the great successes this year has been the setting up of our Relaxed Studio session. This project started in March and is an extension of the work that we undertook during the various lockdowns, in engaging with people remotely, and having a continuous creative presence for them. Even after we were able to restart face to face sessions, many of our members were still unable to attend for a variety of reasons including anxiety around leaving home, still living under covid restrictions due to vulnerability, as well as restrictions placed upon them by a care provider. We still met with three members weekly via zoom up until March of this year. Of these three members we now engage with them face to face.

The studio sessions were designed to enable artists with learning disability space to work in a less structured environment, than our other two core sessions. This was to allow those attending a chance to adapt to being back in the community after being isolated at home for such a long time. We felt it was important that those who struggled to adapt to the world reopening still had the opportunity to have a creative outlet and by providing a less structured and calmer session we feel this allowed the members to really thrive and grow in confidence.

We have decided to sustain this session, but it has been rebranded Studio Focus. Studio Focus will become a sustainable programme of work and will be embedded within our wider Studio Programme of weekly sessions for people with disabilities.

We continued to work remotely with mainstream partners to sustain or engage in new programming opportunities for disabled artists and their work. Disabled Artist development continues to be cross cutting across the studio programme. Individual artists can shape their own programmes, supported by our team.

INDIVIDUAL DEVELOPMENT AND PROGRESSION PROJECTS

Artist development was supported through Studio Programme (visual arts and theatre) and was maintained by developing individual bespoke opportunities to engage alongside small group work. This work was facilitated by our Participant Support Leads, Project Managers and Lead Artists.

CASE STUDIES

Case Study: Michelle has cerebral palsy that affects her physical limitations, and during previous projects has acted in the sense of creative director, guiding her support workers to create her ideas. For 21/22 Michelle has begun exploring ways she can get directly involved with the creative production process, trying different adaptive techniques for the likes of drawing, painting and print making. Michelle's artwork is often on a big scale and has rich expressive mark making, with lots of colourful layers.

Case Study: Jonathan has been working with Prism Arts for many years across both our Studio Arts and Studio Theatre programmes. He has produced artwork that has been featured in several public exhibitions and performed in theatre productions that have toured the county's theatres.

During Jonathan's time with Prism, the team have worked with him to develop both his critical thinking and creative identity. Long term participation in multiple projects has led to increased confidence and the self-assurance to voice his thoughts and opinions. In 2021/22, this increase in confidence enabled him to become an integral member of the Tullie House Community Board, made up of a cross section of creatives in Carlisle and Cumbria who have an interest in the expansion of Tullie house called Project Tullie. Jonathan is the only member with a learning disability. The role requires him to speak to his peers, gathering feedback and questions to pass onto the management board at Tullie House. He thrives off the responsibility that the position entails and is always proactive, constantly asking questions in the meetings and putting his ideas forward.

Jonathan said, *"I like being at the Tullie House meetings because I enjoy meeting likeminded people. It's good to feel part of this group and it does wonders for my mental health. Helping to make decisions about the museum is a real privilege. The thing that thrills me most though is the idea that we are on a journey to the future; a journey where decisions are made about cultural events for the benefit of our community. And I'm part of that. It excites me to have my voice heard."*

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

Case Study: Katie, Written by Rebecca Hamilton Participant Support Lead.

Katie is a young woman who attended Prism Arts pre-covid. She was an active member of our group. However, when the pandemic hit, she had to isolate due to her health conditions. This meant that she was unable to leave the house for a very long period of time.

Once we were able to begin sessions again, she found it very difficult to adapt to being able to leave the house and engage in the community. So, Dan and I went up to her home for a couple of hours every week to start slowly introducing the idea of attending sessions again. Us being able to go to her in an environment she felt comfortable and safe meant she was able to have a creative outlet. But we were also able to challenge her slightly into creating work she wouldn't have chosen to do on her own. After several months of us visiting her home, we managed to build her confidence to come back into the building and do some work in the studio. This was just with Dan and me to begin with, but this was a big step forward for her to leave the house.

After a few weeks of this we felt it was time to introduce her to a group scenario and she did extremely well. It was clear she had missed her friends and enjoyed seeing them again. She is now attending every Monday afternoon and actively engaging in sessions and producing some brilliant work.

STUDIO PROGRAMME Artist Development Case Study: TRAVELLING STORIES

We have had the pleasure of being part of a fantastic project called Travelling Stories at the start of this year, in collaboration with Buxton Museum & Art Gallery and Tullie House Museum & Art Gallery. This was a national project involving artists from around the country, where we were able to digitally facilitate our part with two of our participant artists, Jonathan and Harvey through a period of lockdown. Both Jonathan and Harvey have previously worked with Tullie House as part of the Cultures Collide project and were asked to create for another project where artists respond to items in their collection. The items for the Travelling Stories project were two cherry blossom prints by a 20th century Japanese artist, Toshi Yoshida, which will be coming new into the Tullie House collection. These pieces of artwork have come from Buxton Museum as they were required to find new custodians, with the help of the Esmée Fairbairn Collections Fund and the Museums Association.

Our delivery team had weekly zoom sessions with Jonathan and Harvey for the duration of the project to talk about their progress and ideas, help with creative technical processes as well as keeping in contact, chatting about going for walks and films we have watched!

The development artwork was featured in the following blog post by the project organiser.

<https://creepingtoad.blogspot.com/2021/02/honey-for-soul.html>

Harvey and Jonathan's creative responses were very different from each other and wonderfully reflected their own creative practises and interests, to create very personal and high impact artwork. These can be seen below as well as part of the online gallery on the Buxton Museum website.

<https://buxtonmuseumandartgallery.wordpress.com/2021/04/13/travelling-stories-part-one/>

"I found out about new facts and cultures, finding different designs for buildings, having fun and doing my artwork. And it has given me something to focus on during lockdown" – Harvey.

Harvey was inspired by the architecture featured in the blossom prints. In his distinctive, bold graphic style Harvey explored the buildings of Japan and how people use them, to create two large scale (A2) pieces.

"I know this art project is good and will enrich both mine and Harv's future.: 'Art is milk for the eyes. And honey for the Soul'" – Jonathan.

Jonathan created a mixed media triptych to 'create unity in humanity', bringing together both Christianity and Shinto religious quotes. Jonathan looked at works by Winifred Nicholson and Van Gogh as part of his research. Both Jonathan and Harvey's work is now part of Tullie House's permanent collection and was exhibited in the Tullie House Museum Library.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

B: SPECIAL PROJECTS 2021/22

EXEMPLAR DISABLED ARTIST PROGRESSION PROJECT: STEP UP/ STEP FORWARD: Developing HE access and learning pathways for learning disabled artists and autistic people, funded by ESME Fairbairn.

The Esmee Fairbairn funded project explored a sustainable model of learning and teaching based at the University of Cumbria in order to support the progression of artists with disabilities. The project was placed on hold, as a result of COVID, but was relaunched September 2021.

The programme at the University of Cumbria (UoC) Institute of the Arts was developed in consultation with the Fine Art programme leader and the new director of the institute Colette Conroy. However, Prism Arts could not be on campus until October 2021 because of covid procedures on campus. Therefore, a re-organisation of the programme was necessary to achieve outputs within a shorter timescale. Jane Dudman drew up a new programme for comment and agreement with the UoC team.

5 x artists with learning disability and autism (including a UoC graduate bursary artist) began work on Tuesdays. From September 2021 (at Prism Arts spaces) they explored and tested year one University Fine Art briefs in the studio, and then transferred to the University campus in January 2022. Once back on campus artists engaged in a programme of workshops timetabled from January exploring different materials and techniques. The group were supported by Prism Arts staff Dan Campbell, and Jane Dudman.

2 x artists worked in collaboration on Wednesdays – one graduate bursary artist and one Prism Artist. They were supported by Lead Visual artist by Katie Lock. They also engaged in a series of workshops and worked at the University from October 2021, where they were able to access a studio space.

A print residency was organised for the end of the summer term to enable Prism Artists to produce professional quality prints of their work. Studio space hire at Prism Art was negotiated with the landlord and an affordable rate arrived at. The artists were timetabled to work in the Stewards Rooms from May until July 2022.

A symposium has been timetabled to take place in July 2022, spaces were booked, and agreements made with the UoC external business manager to co-deliver the symposium. The University have offered spaces in kind and committed to support the event.

YOUTH THEATRE: Weekly theatre skills workshops for young people, funded by Children in Need ended in April 2021.

We moved back to in person delivery in 2021. We found that participant numbers were low following Covid, with numbers not returning to pre-Covid levels. Funding from Children in Need was not secured for 22 onwards. During 2021 we delivered 6 sessions within the Central Methodist Church reaching 6 participants per session. Without funding we were unable to sustain the project.

We suspended the Youth Theatre pending further fundraising. We developed a relationship with James Rennie SEND School and delivered a pilot in spring 2022. James Rennie SEND School then commissioned a new delivery programme, based at the Methodist Centre Hall for their students in transition secured starting from September 2022.

The partnership with James Rennie SEND School enables us to sustain engagement with young people in Carlisle. We also explored working with young people from Spring 2022, engaging West Lakes College through Picture of Me (see below). This Youth Theatre programme will be extended in West Cumbria with funding from The Back Stage Trust.

SEPT 2022: JAMES RENNIE SEND, weekly workshops for young people based at Prism Arts studios, funded by James Rennie School.

The new transition project developed with James Rennie SEND School in Carlisle has been designed to increase confidence of young people between 14 – 19, starting to think about what they want to do when they leave school. Young people attended workshops at Prism Arts spaces on a weekly basis during term time.

Over the Autumn and Spring Term we worked with 2 different groups of young people, working across a range of art forms, from movement to digital, visual art to performance.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

The project has resulted in the development of an ongoing partnership the school Carlisle. This project has enabled young people with disabilities and autism to experience what it is to engage with us and the arts without barriers approach we take. It has been extremely successful and well received by pupils, the school, and parents alike. We plan to support young people to sustain engagement with Prism Arts once young people have left school.

PICTURE OF ME: A programme of multi artform workshops designed to engage new audiences with learning disability and autism, funded by ACE Projects Grants.

Picture of Me enabled the pilot of a new way of working putting the voices of learning disabled and or autistic people at the centre of the creative approach, enabling participants to discover and share their own story. We have been working in partnership with Dr.Tracy Hayes from UoC to develop a story crafting approach that was the starting point for this project and all our future activity.

The Project has allowed Prism Arts to work with 7 new freelance artists, in new ways and expand the opportunities that they can offer for people with Learning Disabilities and Autism across the county. Working with specialist artists, participants learnt how to uncover their own story in a series of hands-on workshops over 8 weeks in Carlisle and Maryport (in partnership with Lakes College West Cumbria). Participants chose to explore their story through either dance & film, street art or storytelling. A performance by participants was held in Maryport in April and an exhibition of the work created was held in June 2022 at the Central Methodist Hall.

The project has been fully documented and is available on our website. A full evaluation report will be written.

SUMMER SCHOOL: Designed to engage new and existing participants with a programme of multi-art form activity at Prism Arts Studios, funded by Community Fund

In July 2021 we programmed two weeks of arts activity for existing and new participants.

The purpose of the summer school was to:

- recruit new participants to our work and introduce future projects
- introduce new artists to Prism Arts and provide training for them in working with people with disabilities,
- develop new partnerships and inform future ways of working

The programme was curated to be as diverse as possible with new artforms delivered including street art, music, dance and film, comic art, theatre. Storytelling. It involved commissioning new artists to work with alongside existing staff. Each workshop enabled participants to explore those artforms as well as produce work to be exhibited at our Summer Showcase, which brought new audiences into the building and enabled us to see the potential of the spaces.

PEOPLE@PRISM, a programme of enhanced support and facilitation for people with learning disabilities and autism, funded by The National Lottery Community Fund.

This project that has transformed our capacity to support artists and participants with learning disabilities through funding of Two Participant Support Leads.

Key highlights 2021/22:

- 166 people engaged across 8 projects (384 workshops) in 21/22.
- Worked with 72 individuals, of which 48 attended Prism Arts for the first time and 24 were exiting participants. Some people attended multiple projects.
- Moved remote delivery into in-person engagement over the year, supporting the transition of 4 people back to Prism Arts.
- Created Relaxed Studio to develop the confidence of 16 people who had struggled to return to group delivery.
- Supported 25 Young people from James Rennie School, creating new opportunities to participate in the arts, including young people with profound disabilities.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2022

- Supported 2 people to engage with opportunities as individuals over 5 sessions including developing new work for an exhibition called Travelling Stories and attending the Tullie House community board).
- Engaged with 8 organisations to support this work.
- Developed new evaluation methods developed to capture individual development in support of progression.

CARLISLE CATHEDRAL: A new commission for Prism Artists, called Under the Stars, funded by Carlisle Cathedral via Heritage Lottery Fund.

In 2021/22 Prism Arts was commissioned by Carlisle Cathedral to develop a site-specific installation for exhibition from July 2022. Contracts were agreed in 2021/22 with the work to take place 22/23. This commission has engaged Studio Arts with design and planning, incorporating working with a sound artist alongside Prism Arts Artist Katie Lock.

Approved by the Trustees on 14 July 2022 and signed on their behalf by:

.....

I Chapman
Trustee

Prism Arts CIO

Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection fraud and other irregularities.

Independent Examiner's Report to the Trustees of Prism Arts CIO

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 19 to 30.

Your attention is drawn to the fact that the Charity has prepared the financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Joanne Thomlinson FCA
Dodd & Co Limited
Chartered Accountants

14 July 2022

FIFTEEN Rosehill
Montgomery Way
Rosehill Estate
CARLISLE
CA1 2RW

Prism Arts CIO

Statement of Financial Activities for the Year Ended 31 March 2022

		Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	Note	£	£	£	£
Income and endowments from:					
Donations and legacies	2	181,313	47,191	228,504	263,806
Investments	3	221	-	221	251
Charitable activities	4	35,374	-	35,374	7,040
Total income		<u>216,908</u>	<u>47,191</u>	<u>264,099</u>	<u>271,097</u>
Expenditure on:					
Charitable activities		202,299	47,191	249,490	232,353
Total expenditure		<u>202,299</u>	<u>47,191</u>	<u>249,490</u>	<u>232,353</u>
Net incoming resources before transfers		14,609	-	14,609	38,744
Transfers					
Gross transfers between funds		-	-	-	-
Net movements in funds		14,609	-	14,609	38,744
Reconciliation of funds					
Total funds brought forward		197,394	-	197,394	158,650
Total funds carried forward		<u>212,003</u>	<u>-</u>	<u>212,003</u>	<u>197,394</u>

The notes on pages 21 to 30 form an integral part of these financial statements.

Prism Arts CIO
Balance Sheet as at 31 March 2022

		2022	2021
	Note	£	£
Fixed assets			
Tangible assets	11	13,095	11,471
Current assets			
Debtors	12	4,806	2,464
Cash at bank and in hand		218,788	234,790
		<u>223,594</u>	<u>237,254</u>
Creditors: Amounts falling due within one year	13	<u>(24,686)</u>	<u>(51,331)</u>
Net current assets		<u>198,908</u>	<u>185,923</u>
Net assets		<u><u>212,003</u></u>	<u><u>197,394</u></u>
The funds of the charity:			
Restricted funds		-	-
Unrestricted funds			
Unrestricted income funds		<u>212,003</u>	<u>197,394</u>
Total charity funds		<u><u>212,003</u></u>	<u><u>197,394</u></u>

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board on 14 July 2022 and signed on its behalf by:

.....

I Chapman
Trustee

The notes on pages 21 to 30 form an integral part of these financial statements.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Accounting policies

Statement of compliance

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Basis of preparation

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

These financial statements have been prepared on a going concern basis.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Further details of each fund are disclosed in note 17.

Income and endowments

Donations and legacies including donations, legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Investment income is recognised on a receivable basis.

Income received to fund projects is recognised as the project takes place. Project funding received in advance of a project taking place is deferred in the accounts. The trustees consider that although this may not be strictly in line with the SORP, this departure is necessary in order to ensure that the accounts show a true and fair view of the charity's affairs. Details of deferred income is provided in note 13 of the accounts.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs 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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment	15% reducing balance basis
----------------------------------	----------------------------

Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Donations and legacies				
Appeals and donations	4,056	-	4,056	662
Grants				
UK Government grants	-	-	-	38,365
Carlisle City Council	8,000	-	8,000	14,469
Arts Council England NW	86,544	19,808	106,352	71,544
HLF	32,070	9,815	41,885	20,174
Children In Need	-	6,841	6,841	3,136
Esme Fairburn Foundation	400	10,727	11,127	37,721
Big Lottery	39,243	-	39,243	66,235
Cumbria County Council	10,000	-	10,000	10,000
Cumbria Community Foundation	-	-	-	1,500
Littoral Arts Trust	1,000	-	1,000	-
	<u>177,257</u>	<u>47,191</u>	<u>224,448</u>	<u>263,144</u>
	<u>181,313</u>	<u>47,191</u>	<u>228,504</u>	<u>263,806</u>

Of the donations and legacies income in 2021 £206,451 related to unrestricted funds and £57,355 related to restricted funds.

3 Investments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Interest on cash deposits	221	-	221	251

All of the investment income in 2021 related to unrestricted funds.

4 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Charitable activities				
Commissions	4,900	-	4,900	3,154
Studio programme	30,474	-	30,474	3,886
	<u>35,374</u>	<u>-</u>	<u>35,374</u>	<u>7,040</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

Of the income from charitable activities in 2021 £6,910 related to unrestricted funds and £130 related to restricted funds.

5 Expenditure

	Prism Arts	Commission	Studio programme	Total 2022	Total 2021
	£	£	£	£	£
Direct costs					
Artist fees	32,195	3,450	12,563	48,208	19,530
Artist materials	2,224	313	1,237	3,774	1,341
Artist and participant travel	523	-	15	538	-
Equipment	336	-	77	413	774
Employment costs	-	-	53,777	53,777	78,680
Venue hire	273	-	-	273	80
Publicity costs	5,058	-	250	5,308	2,500
Sundry expenses	13	-	-	13	496
Travel and subsistence	1,556	-	24	1,580	142
	<u>42,178</u>	<u>3,763</u>	<u>67,943</u>	<u>113,884</u>	<u>103,543</u>
Support costs					
Employment costs	79,065	-	-	79,065	87,898
Staff training	960	-	-	960	1,092
Rent and utilities	23,904	-	-	23,904	16,267
Insurance	1,090	-	-	1,090	1,162
Telephone and internet	4,392	-	-	4,392	2,727
Office expenses	19,494	-	14	19,508	12,410
Trade subscriptions	146	-	-	146	284
Sundry expenses	743	-	-	743	304
Cost of trustee meetings	38	-	-	38	25
Accountancy fees	1,996	-	-	1,996	1,437
Payroll costs	876	-	-	876	2,832
Independent examiner's fee	650	-	-	650	650
Bank charges	96	-	-	96	69
Depreciation of plant and machinery	2,142	-	-	2,142	1,653
	<u>135,592</u>	<u>-</u>	<u>14</u>	<u>135,606</u>	<u>128,810</u>
	<u>177,770</u>	<u>3,763</u>	<u>67,957</u>	<u>249,490</u>	<u>232,353</u>

Of the expenditure in 2021 £174,868 related to unrestricted funds and £57,485 related to restricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

6 Governance costs

	2022	2021
	£	£
Cost of trustee meetings	38	25
Accountancy fees	1,996	1,437
Payroll costs	876	2,832
Independent examiner's fee	650	650
	<u>3,560</u>	<u>4,944</u>

7 Trustees' remuneration and expenses

No trustees received remuneration or expenses during the year.

8 Net incoming resources

Net incoming resources is stated after charging:

	2022	2021
	£	£
Depreciation of owned assets	<u>2,142</u>	<u>1,653</u>

9 Employees' remuneration

The monthly average number of persons (including senior management) employed by the charity during the year was as follows:

	2022	2021
	No.	No.
Charitable activities	<u>10</u>	<u>11</u>

The aggregate payroll costs of these persons were as follows:

	2022	2021
	£	£
Wages and salaries	127,933	151,139
Social security	2,697	4,844
Other pension costs	2,212	2,617
Redundancy costs	-	7,978
	<u>132,842</u>	<u>166,578</u>

No employee received emoluments of more than £60,000 during the year.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

10 Taxation

The registered charity is exempt from taxation on income and gains.

11 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2021	17,168
Additions	3,766
As at 31 March 2022	<u>20,934</u>
Depreciation	
As at 1 April 2021	5,697
Charge for the year	2,142
As at 31 March 2022	<u>7,839</u>
Net book value	
As at 31 March 2022	<u>13,095</u>
As at 31 March 2021	<u>11,471</u>

12 Debtors

	2022 £	2021 £
Trade debtors	4,806	-
Other debtors	-	1,374
Prepayments and accrued income	-	1,090
	<u>4,806</u>	<u>2,464</u>

13 Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	-	3,128
Accruals and deferred income	24,686	48,203
	<u>24,686</u>	<u>51,331</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

14 Operating lease commitments

As at 31 March 2022 the charity had total future minimum lease payments under non-cancellable operating leases as follows:

	Land and Buildings	
	2022	2021
	£	£
Within one year	15,000	15,000
Within two and five years	15,000	-
	<u>30,000</u>	<u>15,000</u>

15 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £2,212 (2021 - £2,617).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

16 Related parties

Controlling entity

The charity is controlled by the trustees.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

17 Analysis of funds

	At 1 April 2021	Incoming resources	Resources expended	Transfers	At 31 March 2022
	£	£	£	£	£
Designated Funds					
Designated funds	67,714	-	-	-	67,714
General Funds					
General funds	96,885	177,508	(139,801)	(24,429)	110,163
Training	11,090	-	-	-	11,090
Commissions	21,899	4,900	(3,763)	-	23,036
Studio Programme	(194)	34,500	(58,735)	24,429	-
	<u>129,680</u>	<u>216,908</u>	<u>(202,299)</u>	<u>-</u>	<u>144,289</u>
Restricted Funds					
Studio Programme	-	9,815	(9,815)	-	-
Youth Theatre	-	6,841	(6,841)	-	-
Esme Fairburn	-	10,727	(10,727)	-	-
Story Crafting	-	19,808	(19,808)	-	-
	<u>-</u>	<u>47,191</u>	<u>(47,191)</u>	<u>-</u>	<u>-</u>
	<u>197,394</u>	<u>264,099</u>	<u>(249,490)</u>	<u>-</u>	<u>212,003</u>

Studio Programme (formerly Studio Theatre) was established in 2012 as a one day course. Studio Theatre has now expanded to become Studio Programme and delivers 4 courses across visual arts and theatre for young people and adults with learning disabilities. The fund was previously fully treated as restricted at the discretion of Prism Arts thereby reducing the flexibility in how any monies can be used. Only the funding and consequential expenditure relating to HLF is deemed restricted.

Youth Theatre: A weekly session for young people with additional needs between the ages of 10 and 19. Youth Theatre provides an exciting opportunity for young people to create, develop and perform their own theatre. Prism Arts uses a variety of art forms including puppetry, music, drama, mask and making and is kindly funded from Children in Need and Carlisle City Council.

Esme Fairburn: A progression project enabling Prism Arts to deepen our work with Studio Programme members enabling a cohort of people individual progression and development as artists. Working in partnership with the University of Cumbria Fine Art Dept. the project will enable emerging artists to access University facilities and expertise. The project will also work with students, developing new diverse collaborations and partnerships. The project will be funded for 2 years ending with a national seminar celebrating our learning and setting out a future programme of work.

Story Crafting: We would like to investigate and test a sustainable model of digital engagement for adults with learning disabilities or autism across Cumbria. We will do this through a focus on creative story making that facilitates a process of people telling the story of themselves and provides the content for three distinct strands which are: Street Art, dance and movement, and digital story telling. We will then co-produce mechanisms for live online public sharing of the work with the project participants.

Designated funds: see the reserves policy on page 6.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

Prior period

	At 1 April 2020	Incoming resources	Resources expended	At 31 March 2021
	£	£	£	£
Designated Funds				
Designated Funds	67,714	-	-	67,714
General Funds				
General Funds	(8,919)	206,942	(101,138)	96,885
Training	11,340	-	(250)	11,090
Commissions	27,997	2,994	(9,092)	21,899
Studio Programme	60,518	3,676	(64,388)	(194)
	90,936	213,612	(174,868)	129,680
Restricted Funds				
Studio Programme	-	20,304	(20,304)	-
Youth Theatre	-	3,136	(3,136)	-
Esme Fairburn	-	22,721	(22,721)	-
Big Lottery	-	11,324	(11,324)	-
	-	57,485	(57,485)	-
	158,650	271,097	(232,353)	197,394

18 Transfers

The transfer represents an underspend in Studio Programme being covered by General unrestricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2022

..... continued

19 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Tangible assets	13,095	-	13,095	11,471
Current assets	205,605	17,989	223,594	237,254
Creditors: Amounts falling due within one year	(6,697)	(17,989)	(24,686)	(51,331)
Net assets	<u>212,003</u>	<u>-</u>	<u>212,003</u>	<u>197,394</u>

Prior period

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Tangible assets	11,471	-	11,471	9,109
Current assets	193,602	43,652	237,254	219,127
Creditors: Amounts falling due within one year	(7,679)	(43,652)	(51,331)	(69,586)
Net assets	<u>197,394</u>	<u>-</u>	<u>197,394</u>	<u>158,650</u>

PRISM ARTS

England & Wales - Charity number 1159797

Accounts

Prism Arts CIO

Registration number: 1159797

**Annual Report and Financial
Statements**

31 March 2021



Prism Arts CIO
Contents

Reference and Administrative Details	1
Trustees' report	3
Trustees' responsibilities	19
Independent examiner's report	20
Statement of financial activities	21
Balance sheet	22
Notes to the financial statements	23

Prism Arts CIO

Reference and Administrative Details

Charity name	Prism Arts CIO
Charity registration number	1159797
Principal office	The Old Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Registered office	The Old Methodist Hall 5 Market Street CARLISLE CA3 8QJ
Trustees	H Stewart, Chair J Cobbold, Vice-chair A Fazal, Treasurer J Rocks (Resigned 3 April 2020) L Telford A Lynch S Ghafoor
Solicitor	Burnetts 6 Victoria Place CARLISLE CA1 1ES
Accountant	Dodd & Co Limited FIFTEEN Rosehill Montgomery Way Rosehill Estate CARLISLE CA1 2RW

Prism Arts CIO

Reference and Administrative Details

Bankers

CAF Bank Ltd
25 Kings Avenue
Kings Hill
WEST MALLING
ME19 4JQ

Cumberland Building Society
Cumberland House
Cooper Way
Parkhouse
CARLISLE
CA3 0JF

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

The financial statements have been prepared in accordance with the accounting policies set out in the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland.

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing Document

Prism Arts is a Charitable Incorporated Organisation (CIO). The charity was established by a trust deed dated 10th January 1992 and is governed by its constitution dated 26th March 1992 and addendum dated June 1996. The charity was re-registered as a CIO with the Charity Commission under the charity number 1159797 on 6 January 2015.

1.2 Recruitment/Induction and Training of Trustees

Prism Arts works to ensure that the charity is supported by a board of trustees with expertise, knowledge, and experience. Excellence and inclusivity governance has been embedded as a key priority within Prism Arts Business Plan 2021-2024, with KPIs and Targets designed to support our development in this area.

The Governance and Audit Subgroup met to explore diversifying trustee recruitment and enabling full accessibility to governance and decision-making structures.

Plans to establish a new Advisory Group will ensure that lived experience and knowledge is embedded across recruitment and inclusion planning.

Recruitment: Currently prospective trustees are recommended to the Board, candidates are then followed up by the Chair and Governance and Audit Group. If the candidate remains of interest to Prism Arts, the Chair invites the prospective Trustee to attend a Board meeting as an observer. Once Trustee(s) have met the Chair and attended a Board meeting, and both parties agree, prospective Trustees are invited to become full members of the Board at the following meeting or AGM.

The charity recognises that this is not a sustainable or inclusive recruitment process. Following the revision of our Business Plan we now have a clear plan in place that will be developed over 2021/22. A task and finish group combining trustees, staff and advisors will oversee the process. Trustee recruitment in the future will be operated through a clear inclusive process, including open advertising and some targeted approaches in order to address skills gaps.

Induction: New Trustees receive an induction pack including a copy of the Business Plan, Trustee Registration Form and Diversity Monitoring Form, Constitution, Board Rules, recent board papers, a copy of the Essential Trustee (Charity Commission) and current policies. Trustees are invited to events, exhibitions, and workshops. Trustees are also invited to engage in training opportunities and Away Day sessions.

In 2020/21: No new trustees joined; no trustees stepped down.

Covid-19: Trustee meetings were held via Zoom, with papers circulated via Google Docs.

1.3 Organisational Structure 2020/21

The Board met quarterly (4 meetings). Trustees were responsible for overseeing strategic direction, finance, risk management, safeguarding and policies. The Director reported to Trustees at meetings and continued to be a non-voting member of the Board. The Director set out the in-year operational strategy in response to Covid and business priorities and was responsible for day-to-day management of the charity. Trustees managed oversight of risk management, HR, health and safety, safeguarding and relationships with key funders and stakeholders. The Director was responsible for developing a Prism Arts Business Plan revision including working with the board to develop SMART targets, Key Performance Indicators and finance targets 2020/21.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

1.4 Risk Management

- Risk was reported quarterly through a Risk register and Director's Report. Areas of risk were highlighted, alongside recommended actions to mitigate risk.
- Our Risk Register captures strategic areas of risk and assesses risk rating. Key risk headings include Governance, Operations, Finance, External and Environmental risk. This document is reviewed quarterly at board meetings.
- Arts Council England measures risk with all NPO funded organisations. Prism Arts was rated as moderate risk.
- All relevant policies and procedures were updated and approved to ensure compliance and safeguarding responsibilities were met. A quarterly meeting and policy approval cycle is followed in order to manage this process.

Key Areas of Risk 2020/21:

1. Relocation of the charity 2020: Risk resulting from increased core costs. Offset by development of a full cost recovery model.
2. Covid-19: Loss of critical income
 - A staffing review reduced overheads by 25% ensuring the charity could continue to meet operational staffing costs.
 - Successful crisis fundraising and Government grants offset lost income.
3. Covid-19: Wellbeing of our participants and core clients. The charity switched to a distributed and digital delivery model and not furloughing key staff, enabled regular contact with participants.
4. Covid-19: Communication issues: The charity switched to Microsoft 365 and a digital communication model maintaining contact with people and ensuring communication and flow of data throughout the crisis.
5. Covid-19: Cumbria County Council blocked the relaunch of projects and allocation of Direct Payments funding until all individuals had received best interest assessments led by Social Services. We worked in partnership with the Council to meet required levels of covid security and worked to support each individual to assist with best interest and capacity assessments.
6. Trustee Recruitment: Lottery investment to support engagement and inclusion alongside a new trustee recruitment process will ensure new trustees are recruited from 2021/22.

1.5 Related Parties

Key Partners

We work with a number of key strategic partners across our activity, including (but not limited to) the following:

Arts organisations and Museums

- **Tullie House Museum:** a museum and art gallery, and fellow National Portfolio Organisation in Carlisle. We will work with Tullie House to launch a social prescribing pilot in Carlisle.
- **Dove Cottage** is a museum situated in the former home of William Wordsworth in the Lake District. We will work with Dove Cottage on a range of projects, including exhibiting our artists' work.
- **Tin Arts:** an arts organisation working to remove barriers to high quality dance and performing arts. We will undertake a peer review process with Tin Arts to consider each other's development and growth areas in relation to future activity.

Specialist Organisations

- **Cause4 (Arts Fundraising & Philanthropy)** is a social enterprise that supports charities to change and grow and runs the Arts Fundraising & Philanthropy programme to specifically upskill organisations in this area. We are working with Cause4 to rework our business plan and access training in governance and fundraising.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

- **Clore Leadership** provides professional training and development for the cultural sector. Our Chair will participate in Clore Leadership training in order to strengthen our governance.
- **Cumbria Local Enterprise Partnership (LEP)** drives economic growth in the county through coordinating local authority activity with business needs. We will work with the LEP to ensure Prism Arts' work supports the local cultural strategy and to influence local priorities.
- **Cumbria Wildlife Trust** is the branch of the Wildlife Trusts for Cumbria supporting nature and wildlife locally. We will continue to work with the Trust to deliver the Eycott Hill partnership project bringing a Nature Reserve to life through the arts.
- **Methodist Central Hall** is our current landlord in Carlisle. We will work with Methodist Central Hall to explore options for the future of our physical home in Carlisle.
- **North Cumbria University NHS Hospital Trust** provides hospital services across North Cumbria. We will work with the NHS Hospital Trust to launch a social prescribing pilot in Carlisle.
- **Sue Kaveney Associates** is an expert HR consultancy based in Carlisle. We will work with Sue to put in place appropriate HR processes as an organisation.
- **Thomas Jardine Associates** is a business growth consultancy in the North of England that supports businesses to achieve their goals. The firm will provide mentoring for our Chief Executive to ensure we stay in line with our vision, mission and values over the business planning period.
- **Words by Rachel** is a Marketing & Communications Services. Using words to connect people, products and ideas, Rachel Suddart delivers practical and effective marketing & communications services for organisations, businesses and brands.

Local Authorities

- **Carlisle City Council** is the local authority for the city of Carlisle. We will work with the council to ensure our work supports local strategies (including Town Centre strategies), and in the delivery of multiple projects including the Healthy City programme. As partners committed to delivery of the recently successful ACE Thriving Communities Award, we were well placed to support this agenda.
- **Cumbria County Council:** We worked closely with Adult Services to support our people over the period of the pandemic and attended a task and finish group ensuring a smooth transition back to live workshops from Easter 2021

Educational Partners

We work with educational partners including schools, colleges and universities as well as those that specialise in supporting children with special educational needs, to engage new participants for our regular programmes and to shape the design of future activity in line with the needs of young people.

- **University of Cumbria** is a university based in Carlisle, with campuses across Cumbria and in London, formed through the merger of several university campuses and arts colleges. We will work with the university to deliver activity, including the Artist Progression project, and to establish a research presence at the university to understand our impact and that of culture in Cumbria.
- **School partners** include Mayfield SEND School (Whitehaven); James Rennie SEND School (Carlisle), Distington Community School (West Cumbria).

Networks

- **Carlisle Culture** is a consortium working to harness the arts, heritage and culture of the city-region. We will work with Carlisle Culture to advocate regionally for the importance of culture in Carlisle, and of our work and our beneficiaries.
- **Creative Minds** is a social enterprise working nationally to deliver accessible arts sessions. We will participate in Creative Minds' North Network to build contacts and strengthen the infrastructure around inclusive arts in the North of England.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

- **LCEP West Cumbria and Carlisle** is the local cultural education partnership, coordinating educational activity across arts organisations in the area. We will work with the LCEP to advocate regionally for the importance of our work and beneficiaries, and to coordinate new cultural education activity.
- **Cumbria Art and Culture Network:** A county wide network supporting artists and creative organisations.

2. FINANCIAL REVIEW

2.1 Investment Policy

Prism Arts invests funds (restricted and unrestricted) to meet charitable objects.

The Trustees have the power to invest in such assets as they see fit, in line with the charitable objects and a responsibility to due care and diligence.

2.2 Reserves Policy

Reviewed and approved April 2020.

Prism Arts reserves consist of that part of its unrestricted funds that is freely available to spend on any of the charity's purposes. They are held to help the charity operate effectively.

Prism Arts will hold reserves equal to between 3 and 6 months of its expected expenditure in a year as shown in the Budget and by quarterly financial reports. These reserves are intended to:

- Provide at least 3 months of operating expenditure so as to enable the charity to find new sources of income if a source is not renewed or there is an unforeseen decline in an area of income generation, or an expected grant does not become available even though the Trustees had sound expectations that it would. During this time Prism Arts would either attempt to find new funding sources or would close the previously supported activity in an orderly manner.
- Provide the means for the charity to settle any contracts to which it is tied and to pay some or all of its employees their entitled redundancy depending on whether there are, or are not, sufficient funds for it to continue.

The Trustees monitor the level of reserves quarterly to both ensure that they are maintained in line with the above and to identify reasons for fluctuations which indicate that reserves will exceed or not meet the required level. If reserves during the year are below target or exceed target, the trustees will consider whether this is due to a short-term situation or a longer-term issue. In the case of the latter, action will be taken to replenish or spend reserves.

We will monitor the level of reserves at every board meeting (on a quarterly basis). At present, the reserves are for the most part held in working capital and an investment bank account.

Trustees review the reserve policy annually. A financial position and cash in bank update are provided quarterly at board meetings.

Trustees designated reserves were £67,714, in line with the reserve policy.

2.3 Principal income and funding sources 2020/21 (in order of value)

Arts Council England NPO and Culture Recovery Grants: £71,544

National Lottery Community Fund: £66,235

UK Govt Grants: £38,365

Esmée Fairburn Foundation £37,721

Heritage Lottery Fund (HLF) £20,147

Cumbria County Council £10,000

Children in Need £3,136

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

*Direct Payments income £3,886

Commissions £3,154

Other Grants (Cumbria Community Foundation) £1,500

Donations £662

Fees and tickets £0

***COVID-19:** The significant reduction in earned income 2020/21 placed the charity at risk. Crisis funding and government grants enabled the charity to stabilise. Earned income will gradually rebuild as Direct Payments income for Studio Programme workshops return from 2021/22.

3. OBJECTIVES AND ACTIVITIES

Navigating Covid

Restrictions linked to the Covid-19 pandemic led to a cessation of in-person group workshops on the 16th March 2020, with Prism Arts pivoting to a distributed delivery model that saw beneficiaries engaged through online delivery. Participants began to return to workshops via digital and remote working methods from November 2020 with a phased return starting from May 2021 under social distancing measures and with smaller face to face groups blended with digital participation.

Online delivery included Zoom workshops, accessible YouTube and Vimeo videos providing workshops and masterclasses in artistic practice and supporting at-home creativity through resources and guidance packs distributed to participants.

Prism Arts fully engaged participants and families since lockdown 1 in March 2020. Whilst some Prism Arts staff were furloughed, the team remaining were able to ensure essential contact with participants, especially those considered vulnerable.

Some projects, performances and exhibitions were postponed until restrictions are lifted, including the Whale Tales exhibition at Tullie House Museum & Art Gallery, the Dove Cottage Commission and the Youth Theatre.

In November 2020 we launched our new website, allowing us to engage and share digital work and information more effectively. www.prismarts.org.uk

In December 2019, (due to landlord closure of its previous home) Prism Arts moved to new premises: The Central Methodist Hall in the centre of Carlisle. However, in making this move, Prism Arts now pays commercial rent, rather than its previously subsidised arrangement. From this site, Prism Arts continued to deliver its usual programme of workshops and projects until March 2020. Live sessions were relaunched in May 2021

Navigating the Crisis in 3 steps: Prism Arts successfully navigated the Covid pandemic crisis by implementing a strategy focussing on the following 3 areas:

A. We maintained delivery of essential services to adults, children and young people with learning disabilities and autism and older people with underlying health conditions. Introducing them to a new element of artistic practice, helping individuals with learning disabilities to explore new disciplines and use creativity to support wellbeing. Video topics have included Vocal Warm-Ups, Using Paper Maquettes for Visual Arts, and a Performance Character Workshop.

- By retaining staff in work, we were able to engage with 84% of our core beneficiary groups over this period.
- We pivoted our model to develop an online and digital offer.
- Between Lockdown 1 and 2 we created and delivered 802 packs, including 85 DVDs and activities built around the needs of our people. We delivered 30 Zoom calls ensuring that everyone could keep in touch. We piloted group Zooms in December.
- Between January and March, we expanded this model to produce 23 YouTube and Vimeo filmed workshops and activities reaching 1,079 audiences and developed weekly zoom calls with 38 Studio Programme members and our Youth Theatre. Bespoke activity packs supported people confined to supported living or at home.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

- In total we delivered 4,243 points of contact for people most isolated and disadvantaged by the pandemic.

B. Increased and deepened support for individuals with disabilities and underlying health conditions (targeting people confined to their homes).

- **42 individuals engaged with over 1,866 moments of contact through Zoom, Phone, Doorstep visits, activity packs and telephone calls** = 207 contacts per month between lockdown 1 & 2: April – December.
- We contacted all our participants to explore best means of communication and then delivered services based on this feedback.
- Funding also allowed us to purchase materials and digital equipment enabling us to deliver these services digitally. This included training support.
- Funding allowed us to engage freelance artists to support and sustain engagement with our people over this period.
- Developed specialist roles: Our staffing restructure enabled us to create specific people and participant focused roles – these are now supported by the National Lottery Community Fund

C. Met the immediate challenge of Prism Arts' acute financial difficulties.

Emergency funding enabled us to meet core costs and offset the significant losses that the charity faced because of Covid-19.

- Reduced overheads: We completed a staffing restructure. Achieving a 25% reduction in salary costs via a reduction in management costs, whilst retaining essential delivery staff.
- Secured Crisis funding: Arts Council, National Lottery Community Fund and Cumbria Community Foundation helped to meet these costs, alongside income secured from Govt grants and the extension to furloughing scheme.
- Relaunched restricted fund projects by pivoting to a digital model. This enabled us to unlock restricted income.
- Furloughing and then unfurloughing staff at key moments allowed us to maintain contact with people, secure critical financial support and relaunch restricted projects allowing us to progress work using digital methods.

To develop the charity following these changes, we strengthened internal practices and processes:

1. **Digital switch.** Switching to Microsoft 365 enabled the charity to move away from analogue practices, improving communication practices and data sharing enabled us to streamline and improve data sharing.
2. **Designing impact and evaluation models:** We developed a stronger evaluation and impact model both to capture individual impact data and to strengthen our development as a charity through the implementation of an impact framework.
3. **Supporting our team:** We developed staff support processes. Supervision, training and development plans and a new appraisal system.

4. PUBLIC BENEFIT: In 2020/21 we met our Charitable Objectives

Our Charitable Objectives (CIO):

- The advancement of education through the medium of creative arts.
- To relieve the needs and promote social inclusion of persons who are socially excluded because of their disability, age or ill health, by the provision of the creative arts with a view to overcoming barriers to inclusion into society.

In determining these objectives the Trustees have paid due regard to the Charity Commission guidance on public benefit.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

Prism Arts activities and programme continued to span visual and performing arts, working to engage people with additional learning needs, older people and younger people.

In 2020/21 we achieved public benefit through our two main strands of work. During 2020/21 this work was delivered digitally.

- **Studio Programme:** Prism Arts' Studio Programme comprises of weekly workshops in visual arts and theatre in Carlisle and on the West Coast. These ongoing programmes allow for skills development and the creative progression of participants. This programme switched to a digital delivery programme over 2020/21 with 84% of our people receiving regular support and engagement
- **Projects:** Prism Arts also worked in partnership with local organisations to offer specific projects that engage different or new audiences. This includes local schools, arts organisations, health services and charities. These projects were adapted into a digital and remote working offer over 2020/21. It was critical for the charity that projects were sustained both to ensure ongoing engagement of our people but also to unlock critical unrestricted income:
 - HLF Kurt Schwitters: Engaging Distington and Mayfield Schools
 - HLF Weavers: Engaging communities and member of Studio Programme projects in Carlisle
 - Step UP: Engaging University of Cumbria and emerging artists
 - Youth Theatre: Engaging children and young people in Carlisle

We continued to work with four core audiences:

- Adults with Learning Disabilities (19+)
- Children with Additional Needs (4-11)
- Young People with Disabilities (11-25)
- Neurodiverse Adults (19+)

Prism Arts is embedded in the community of Carlisle, reaching audiences in the local area. Our work on the West Coast was sustained over this period. Our digital programme has enabled to sustain engagement and reach.

5. THE TRUSTEE REPORT: ACTIVITY

OUR PROJECTS and PROGRAMMES

STUDIO PROGRAMME:

Our Core Programme engaged young people and adults with learning disability and autism. Covid required us to firstly engage individuals and then develop a more formal remote working offer which focussed on the needs of our people. We used the artform specialisms and practice knowledge of our Lead Artists and Project Managers to shape and develop this work around the needs of our people. Following our staffing restructure and National Lottery Community Fund investment we were able to allocate a clear focused programme of engagement to our new Participant Support Lead. This resource has been transformational enabling engagement of our people with creative opportunities and progression.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

REMOTE WORKING OFFER:

The digital engagement of the studio programme has developed over the last year. Beginning with paper activities being sent out, we have evolved to video creative activities as these are more accessible. As of the 8th March we have 15 creative activity videos on our Youtube channel, including a virtual exhibition of a recent Tullie House Exhibition. During a period of time we were able to burn some of these videos on DVD and post them out as we found more people had access to playing DVDs than on YouTube. (3 series of DVDs sent out, with at least 4-7 videos on each.)

The activities, on paper and video, have covered a wide variety of themes and creative practice, from performing arts theatre practice to a diverse mix of visual arts activities from watercolour painting techniques to abstract drawing sounds. We have begun to develop these videos to have a through line that builds upon skills learnt from previous videos.

We have posted, as well as delivered in person when able, art materials, some material packs were groundwork packs that included all of the necessary items required to get going with art, whilst some directly related to the video activities that were going out. We also put together bespoke material packs for some participant artists as they requested them. When we were able to hand deliver the packs we had valuable reconnection to all of our participants.

We have also been delivering zoom calls, either larger group ones or smaller contact zooms such as part of the Travelling Stories project. These have enabled direct contact with people and have allowed us to run online sessions that are engaging and exciting.

Our videos can be seen here: <https://www.youtube.com/channel/UCi8O6dPfQz9QZ-13H9xhpSA>

STUDIO ARTS – Visual Arts sessions in Carlisle: Supported by Direct Payments and NPO investment. Adults with learning disabilities and autism met on a weekly basis to develop visual arts practice and skills.

Over the lockdown 1 and 2 the visual arts strand was maintained through digital channels and posted activity packs that included materials, videos via online and DVD, zoom calls and the Travelling Stories project.

"Despite the challenges we have strived to achieve a high standard of creative practise. Creating activities and videos that built upon what participants have done in the past whilst also challenging them to try new things. We planned out a week by week video activity as a project, so that someone could follow each video to progress and develop on the theme of "movement". We have aimed to incorporate a variety of mediums including performance into this theme, covering techniques from maquettes, movement drawing, creating stories through physical movement, flip books, visual arts warm ups, perspective drawing to name a few.

During one of the arts and social group zooms we included a high quality visual arts activity including a quick paced portrait drawing session, which made the most of zoom being able to see everyone's faces! This was led in a way that we would normally do in a physical session, moving at a quick pace to keep everyone engaged and in high spirits".

Katie Lock Lead Visual Artist

STUDIO THEATRE – Theatre sessions in Carlisle: Supported by Direct Payments and Arts Council of England NPO Investment. Adults with learning disabilities and autism met on a weekly basis to develop visual arts practice and skills.

Switching to a remote working offer, combined with Zoom enabled work to progress around theatre practice and engagement. Over 2020/21 we looked at skills development in mask, character, story and shadow puppetry alongside group and individual session delivery. We worked across the company as a team to develop the right approach for each individual. Theatre was very difficult to deliver outside of a live sessions. Planning to relaunch from April 2021 has been a very positive process but we will be looking at a combination of remote and live practice as a future model going forwards.

STUDIO THEATRE WEST – Funded by Heritage Lottery Funding and Direct Payments.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

Despite the challenges of COVID 19 particularly being unable to work in school and face to face with participants, we continued to deliver Discovering Kurt Schwitters: Artist and Refugee albeit in a remote model. We kept in touch with our participants during the first lockdown to ensure that they were safe and well and provided opportunities for them to be creative.

From September we delivered poetry workshops remotely with students from Mayfield School, Distington Primary school and Studio West working with 23 people. Studio West members also took part in animation workshops with Haltwhistle Film Project and design of puppets for the final film with Ali McCaw.

We made the decision during the second lockdown to make the final production into a film rather than a live performance as we were restricted by the numbers of participants that we could work with due to CCC's one service provider rule and restricted access into school. Therefore, we engaged Youth Theatre members to perform in the film, extending their experiences of performance and introducing them to the heritage explored through this project.

DIVERSE ARTIST DEVELOPMENT:

Partnerships: We continued to work remotely with mainstream partners to sustain or engage in new programming opportunities for diverse emerging artists and their work.

- Dove Cottage: Participation in exhibition Endless Waters: <https://wordsworth.org.uk/exhibition/>
Tullie House Museum and Art Gallery: CASE STUDY: The Travelling Stories project, delivered by a partnership between Tullie House Museum and Buxton Museum, enabled participant Prism emerging artists to be part of a larger group of creatives across the country. Artwork from Buxton Museum was distributed to other galleries and museums, and local artists were invited to create response artwork.
- Weekly zoom sessions with Jonathan and Harvey for the duration of the project to talk about their progress and ideas, help with creative technical processes. Artwork and quotes were featured on the project blog site. Art produced will become part of the Tullie House collection.

www.creepingtoad.blogspot.com/2021/02/honey-for-soul.html

Progression of individuals through our core programmes:

Led by Lead Artists and supported by our Participant Lead: Emerging Diverse Artists development through the Studio Programme (visual arts and theatre) was maintained by developing individual bespoke opportunities to engage alongside small group work, via Zoom or Teams. This work was facilitated by not furloughing key staff and underpinned by digital learning and progression plans.

STEP UP: ESME Fairburn Funded Programme

The Step Up programme exploring progression in partnership with the University of Cumbria was placed on hold. This artist project will be relaunched September 2021.

The Esmee Fairbairn funded project will develop a sustainable model of learning and teaching at The University of Cumbria that supports the progression of artists with disabilities.

It was decided that a more structural and formal approach was needed so that opportunities for Prism emerging artists are embedded in the annual timetable at the Institute of the Arts.

To include

- A print residency for Prism Artists in 2022 and then annually.
- A student bursary where a graduating fine art student works for a year with an artist/artists from
- Prism both in the university studios and at the Methodist Hall developing collaborative practice.
- Development of teaching approaches that create a Prism Arts/inclusive practice element into a module that involves direct working with our artists.
- Development of teaching and learning approaches to make foundation degrees or individual
- modules accessible for Prism Arts emerging artists.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

- A symposium in summer 2022 to explore some of the issues and share practice. This will be a focus for workshops and practical activities.

YOUTH THEATRE: Weekly theatre skills workshops for young people.

Our Youth Theatre project was placed on hold initially. Contact continued with individuals and families. However, once we moved to a digital delivery model we were able to continue to work with people. Engagement has been really good, with only 2 members not engaging with us online, due to personal reasons. We have been in touch with these families.

The group have been designing and making their own masks for performance.

We delivered a box of materials to each of our Youth Theatre members, containing all the equipment needed to make their masks. By the end of March each young person will have a mask ready to perform with. Due to the pandemic, changes have been made to the original project. The project will still result in small mask performances, but they will be filmed by the young people and distributed via our social media and YouTube channels. Sessions were delivered via Zoom, in small groups, which have given young people more focus on their character. Some young people benefited hugely from individual support delivered via follow up zoom workshops.

WHALE TALES:

A partnership project between Prism Arts and Tullie House Museum, funded by The National Lottery Heritage Fund. Covid impacted on delivery based work however the project was completed and exhibition launched in May 2021. The exhibition tells the story of Driggsby the Fin Whale as imagined by school children from West Cumbria and is brought to life with puppets, props, animations and a soundscape. The exhibition was developed from a wonderful, illustrated storybook which has been created by Early Years and Key Stage 1 pupils from the west coast, based on their exploration of the life of Driggsby the fin whale, who washed up on Drigg beach and is now on display at the museum. The pupils explored life in our oceans, discovered how Driggsby might have journeyed to Cumbria and learnt why whales have been the inspiration for many myths and legends.

During the 18-month project, the children conducted beach cleans led by Workington Nature Partnership and saw for themselves how much rubbish can be found on our coastline. They left with a greater understanding and appreciation for the environment and are keen to spread the message that, in their own words, "The ocean is not a bin!"

<https://www.prismarts.org.uk/driggsby-a-whales-tale/>

6. GOVERNANCE

1. Staffing and Governance

COVID 19: A Staffing Restructure was delivered to ensure future viability of the charity, completed in July 2020 a revised staffing model will enable the charity to place people at the centre of an exciting programme of work.

A changed but positive and committed team worked to navigate the crisis:

- The staffing restructure enabled the charity to rebalance the team around our people, charitable objects and creative vision.
- The team have been exceptional over this year, working exceptionally hard to reach our people, strengthen the charity and meeting the challenge.
- The staffing restructure enabled key members of the team to step forward to develop key areas of work, Project Managers develop a new impact framework, Lead Artists developed a new digital and remote working model, Participant Support Lead has developed new routes to engaging people, led the partnership with Cumbria County Council and recorded the impact of our work

A committed and supportive board:

- The charity has benefitted from the hard work and commitment of the board, trustees have engaged throughout the year, supporting strategy and decision making.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

New Staffing Structure.



Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

Prism Arts has always had high staffing costs due to its participants' need for specialist support during workshops. The financial impact of Covid-19 led to an organisational restructure, with staff moving into new roles or leaving the organisation. The new staffing structure is as follows:

- Creative & Strategic Director (0.6 FTE, managed by Chair)
- Finance & Operations Manager (0.6 FTE, managed by Creative & Strategic Director)
- Project Manager: Lottery Projects (0.5 FTE Managed by Creative and Strategic Director)
- Project Manager: Progression Projects (0.5 FTE Managed by Creative and Strategic Director)
- Practitioner Lead Theatre (0.6 FTE, managed by Project Manager Lottery)
- Practitioner Lead Visual Arts (0.5 FTE, managed by Project Manager Progression)
- Community and Communications Lead (0.5 FTE, managed by Finance & Operations Manager)
- Participant Support Lead (0.5 FTE, managed by Finance & Operations Manager)
- Two Facilitator Artists (each 0.4 FTE, managed by Practitioner Leads)

Overall, this core team is the equivalent of 5.1 full time staff members.

The team is supported by a board of six trustees, which in its current composition brings together expertise in local issues, charity management and research:

- Hannah Stewart (Chair): strategic designer and researcher, working for Dark Matter Labs – a strategic discovery, design and development lab that works to transition society in response to technological revolution and climate breakdown.
- James Cobbold (Vice-Chair): Executive Director of Theatre by the Lake.
- Louise Telford: expert in the not-for-profit sector across the North of England, working with a wide range of community groups, social enterprises, national and local charities.
- Aryn Fazal: former CEO of Penrith Building Society who has held a number of arts and culture related trustee and director roles in Cumbria.
- Anna Lynch: Co-Director of indie game studio Soul Cage Studios in Carlisle, Cumbria.
- Saj Ghafoor: Founder and CEO of Multicultural Cumbria a charity that has operated for 15 years in Cumbria, empowering minority groups & the wider community, improving communication on grass roots level by building confidence, self-esteem, social opportunities and community cohesion.

2. Organisational Development Projects 2020/21:

STRENGTHING the CHARITY FOLLOWING September 2020 – March 2021

Between September 2020 and March 21, we delivered an organisational development project to strengthen and stabilise the charity. The charity:

1. Supported staff following the restructure and created stronger supervision practices
2. Implemented new digital practices and processes,
3. Developed an impact framework.
4. Diversity and Safeguarding

This work has enabled us to develop a much stronger platform from which we will be able to strengthen the charity into the future.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021



DIGITAL SWITCH:

AUGUST: MIGRATE TO MICROSOFT 365. SET UP TEMPLATES. IMPLEMENT.

SEPT: TRAINING

OCT: REVIEWED

DEC – MARCH: ALL PARTICIPANT WORKSHOP AND SESSIONS ARE AVAILABLE DIGITALLY



UNDERSTANDING OUR IMPACT:

AUGUST: TRAINING WITH KEY TEAM MEMBERS.

SEPTEMBER: TRAINING

SEPTEMBER/OCT: IMPLEMENTATION OF NEW IMPACT DATA COLLECTION MODEL (LINKED TO DIGITAL SWITCH)

DEC – MARCH: NEW STRATEGIC IMPACT FRAMEWORK EMBEDDED



CONTRACTS AND SUPERVISION: SUE KAVERNEY ASSOCIATES

AUGUST: NEW ANNUALISED CONTRACTS COMPLETED FOR ALL STAFF

SEPTEMBER: SUPERVISION TRAINING AND VALUES DEVELOPED

OCTOBER - MARCH: STAFF CONTRACTS COMPLETED, STAFF TRAINING AND SUPERVISION UP AND RUNNING.

This work resulted in:



THE TEAM ARE FOCUSED AND CLEAR REGARDING NEW PRIORITIES:

SMT/ OVERSIGHT
CREATIVE AND TEAM MEETINGS IN PLACE
MENTORS AND CREATIVE COLLABORATORS IDENTIFIED
DEVELOPMENT AND SUPERVISION IN PLACE



PROJECTS ARE UP AND RUNNING DIGITALLY

STUDIO PROGRAMME
HERITAGE LOTTERY FUNDED PROJECTS
YOUTH THEATRE
INDIVIDUAL PROGRESSION AND IMPACT MODELS ARE NOW IN PLACE ENSURING THAT WE CAN SUPPORT OUR PEOPLE



FUNDS SECURED SEPT-MARCH AND BEYOND

ACE RECOVERY FUNDING SECURED
RESERVE PROTECTED AND CHARITY SECURED
FUNDRAISING STRATEGY COMMISSIONED



Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

2. We developed a new Business Plan and SMART Targets. Launched March 2021.

We were particularly keen to embed Arts Council investment principles around ambition, quality, dynamism, diversity and environmental impact.

Working with Cause4 we developed a new Business Plan and Smart Targets. Through this process we developed a new vision and mission:

Vision: *Art Without Barriers*

Mission: *Delivering arts programmes and creating space for excellent work that empowers people with disabilities to drive their own creative journey as artists, leaders and advocates for change*

Theory of Change

The Need We Will Address

People with disabilities are often excluded from mainstream cultural opportunities and are rarely afforded the chance to drive their own creative journey.

Our Approach

We work directly with the community in Cumbria and beyond to identify the needs of individuals and design creative programmes with and for these groups.

How we Tackle Our Need

We create hands-on arts engagement opportunities for adults and young people with learning disabilities or autism.

We run a sustainable creative hub in Carlisle, which is a centre for artistic innovation and excellence.

We deliver programmes in partnership with key organisations across Cumbria to maximise our impact and create real change.

We represent Artists with Learning Disabilities, Autism and those that are from disadvantaged backgrounds, giving them a voice and a platform.

We operate as a resilient, sustainable organisation that is driven by a committed, representative staff team and Board.

The Difference We Make

Improved resilience and wellbeing of our communities.

Enhanced artistic skills and a stronger platform on which to showcase them.

Changed perceptions around people with disabilities and their creative skills.

A stronger, more collaborative and inclusive arts sector.

Prism Arts CIO

Trustees' Report for the Year Ended 31 March 2021

3. Environmental Sustainability

We maintain a Sustainability Action Plan and Environmental Policy. We delivered our Sustainability Action Plan. Our Environment Policy is available on our website.

Prism Arts is committed to reducing, and avoiding where possible, operational activities which will negatively impact on the wider environment.

The organisation will:

- Comply with existing regulatory requirements.
- Review its operational practices to reduce its environmental impact.
- Consider environmental factors when business developments are being planned.
- Increase employee awareness.

<http://www.prismarts.org.uk/about/policies-accounts/environmental-policy/>

4. Equality and Diversity

1. Governance and Equality:

• 2020/21 trustees have explored routes to achieving better Governance and inclusion. As such the charity has embedded a series of actions and key performance indicators within our Business Plan. KPIs will be monitored by Trustees.

• Our Diversity Policy, Statement and Action Plan are available on our website.

<http://www.prismarts.org.uk/wp-content/uploads/2012/04/Prism-Arts-Diversity-Policy-2017.pdf>

2. Promoting equality of access.

- We ensured that all our work is only ever delivered in accessible venues and spaces.
- We only employ artists and staff with high-level skills in delivery of accessible and inclusive work. We offer training and development to young emerging artists to develop these skills.
- We undertake risk assessments to ensure that all participants have equal engagement both in our own projects but also for opportunities led by partner organisations.
- We actively worked with parents, carers, and social services to ensure all participants are properly supported to fully re-engage and participate in our projects and programmes of work.
- We implement individual progression and development plans for our core participant groups. Data is stored digitally.

3. Programming

- We applied the Creative Case for Diversity (<https://www.artscouncil.org.uk/how-we-make-impact/diversity>) throughout our programme. We report progress at our quarterly board meetings.
- Our programme that placed people and inclusion at the very heart of our work. Adapted to meet the challenge of Covid-19 this programme has used digital and remote working practices to ensure participation and engagement throughout the year. Our programme is underpinned by our new vision and mission, our impact framework and business plan.

4. Diveristy and Safeguarding

- All trustees, staff, artists, and volunteers have enhanced DBS certificates in place.
- Our Safeguarding policy was revised in 2020/21 and updated following Covid-19.
- All staff completed Safeguarding training in 2020/21 (via Zoom).
- Safeguarding is monitored at every board meeting.
- All new members of staff and trustees are required to complete an online safeguarding course.

Prism Arts CIO
Trustees' Report for the Year Ended 31 March 2021

Approved by the Trustees on 30 July 2021 and signed on their behalf by:

.....

H Stewart
Trustee

Prism Arts CIO

Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection fraud and other irregularities.

Independent Examiner's Report to the Trustees of Prism Arts CIO

I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 21 to 33.

Your attention is drawn to the fact that the Charity has prepared the financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Joanne Thomlinson
Dodd & Co Limited
Chartered Accountants

30 July 2021

FIFTEEN Rosehill
Montgomery Way
Rosehill Estate
CARLISLE
CA1 2RW

Prism Arts CIO

Statement of Financial Activities for the Year Ended 31 March 2021

		Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	Note	£	£	£	£
Income and endowments from:					
Donations and legacies	2	206,451	57,355	263,806	176,136
Investments	3	251	-	251	858
Charitable activities	4	6,910	130	7,040	135,974
Total income		<u>213,612</u>	<u>57,485</u>	<u>271,097</u>	<u>312,968</u>
Expenditure on:					
Charitable activities		174,868	57,485	232,353	302,963
Total expenditure		<u>174,868</u>	<u>57,485</u>	<u>232,353</u>	<u>302,963</u>
Net incoming resources before transfers		38,744	-	38,744	10,005
Transfers					
Gross transfers between funds		-	-	-	-
Net movements in funds		38,744	-	38,744	10,005
Reconciliation of funds					
Total funds brought forward		158,650	-	158,650	148,645
Total funds carried forward		<u>197,394</u>	<u>-</u>	<u>197,394</u>	<u>158,650</u>

The notes on pages 23 to 33 form an integral part of these financial statements.

Prism Arts CIO
Balance Sheet as at 31 March 2021

		2021		2020	
	Note	£	£	£	£
Fixed assets					
Tangible assets	11		11,471		9,109
Current assets					
Debtors	12	2,464		10,472	
Cash at bank and in hand		234,790		208,655	
		<u>237,254</u>		<u>219,127</u>	
Creditors: Amounts falling due within one year	13	<u>(51,331)</u>		<u>(69,586)</u>	
Net current assets			<u>185,923</u>		<u>149,541</u>
Net assets			<u>197,394</u>		<u>158,650</u>
The funds of the charity:					
Restricted funds			-		-
Unrestricted funds					
Unrestricted income funds			<u>197,394</u>		<u>158,650</u>
Total charity funds			<u>197,394</u>		<u>158,650</u>

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board on 30 July 2021 and signed on its behalf by:

.....

H Stewart
Trustee

The notes on pages 23 to 33 form an integral part of these financial statements.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Accounting policies

Statement of compliance

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Basis of preparation

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

These financial statements have been prepared on a going concern basis.

Following the outbreak of the COVID-19 pandemic, the trustees have prepared detailed budgets to take into account the uncertainties surrounding the pandemic. As a result of this review, the trustees remain confident that there are financial resources available to see the charity through until normal operations resume and are satisfied that there are no material uncertainties about the charity's ability to continue as a going concern.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Further details of each fund are disclosed in note 17.

Income and endowments

Donations and legacies including donations, legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Income received to fund projects is recognised as the project takes place. Project funding received in advance of a project taking place is deferred in the accounts. The trustees consider that although this may not be strictly in line with the SORP, this departure is necessary in order to ensure that the accounts show a true and fair view of the charity's affairs. Details of deferred income is provided in note 13 of the accounts.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs 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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment	15% reducing balance basis
----------------------------------	----------------------------

Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations and legacies				
Appeals and donations	662	-	662	1,085
Grants				
UK Government grants	38,365	-	38,365	3,239
Carlisle City Council	14,469	-	14,469	10,000
Arts Council England NW	71,544	-	71,544	52,692
HLF	-	20,174	20,174	43,435
Other grants	-	-	-	449
Children In Need	-	3,136	3,136	9,977
Esme Fairburn Foundation	15,000	22,721	37,721	10,283
Big Lottery	54,911	11,324	66,235	32,984
Cumbria Chamber	-	-	-	1,992
Cumbria County Council	10,000	-	10,000	10,000
Cumbria Community Foundation	1,500	-	1,500	-
	<u>205,789</u>	<u>57,355</u>	<u>263,144</u>	<u>175,051</u>
	<u>206,451</u>	<u>57,355</u>	<u>263,806</u>	<u>176,136</u>

Of the donations and legacies income in 2020, £76,218 related to unrestricted funds and £96,679 related to restricted funds.

3 Investments

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Interest on cash deposits	251	-	251	858

Of the investment income in 2020, all related to unrestricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... *continued*

4 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Commissions	3,154	-	3,154	69,222
Studio programme	3,756	130	3,886	66,752
	<u>6,910</u>	<u>130</u>	<u>7,040</u>	<u>135,974</u>

Of the income from charitable activities in 2020, all related to unrestricted funds.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

5 Total resources expended

	Prism Arts	Commission	Studio theatre	Total 2021	Total 2020
	£	£	£	£	£
Direct costs					
Artist fees	10,300	3,600	5,630	19,530	54,293
Artist materials	334	-	1,007	1,341	6,909
Equipment	754	-	20	774	729
Employment costs	-	5,422	73,258	78,680	107,949
Venue hire	80	-	-	80	103
Publicity costs	2,500	-	-	2,500	5,400
Sundry expenses	496	-	-	496	176
Travel and subsistence	58	70	14	142	12,572
	<u>14,522</u>	<u>9,092</u>	<u>79,929</u>	<u>103,543</u>	<u>188,131</u>
Support costs					
Employment costs	88,620	-	370	88,990	85,943
Rent and utilities	16,267	-	-	16,267	5,783
Insurance	1,162	-	-	1,162	1,435
Telephone and internet	2,727	-	-	2,727	912
Office expenses	12,304	-	106	12,410	13,708
Trade subscriptions	284	-	-	284	170
Sundry expenses	304	-	-	304	50
Cost of trustee meetings	25	-	-	25	381
Accountancy fees	1,437	-	-	1,437	2,433
Payroll costs	2,832	-	-	2,832	1,002
Independent examiner's fee	650	-	-	650	650
Legal and professional fees	-	-	-	-	1,116
Bank charges	69	-	-	69	60
Depreciation of plant and machinery	1,653	-	-	1,653	1,189
	<u>128,334</u>	<u>-</u>	<u>476</u>	<u>128,810</u>	<u>114,832</u>
	<u>142,856</u>	<u>9,092</u>	<u>80,405</u>	<u>232,353</u>	<u>302,963</u>

Of the expenditure in 2020, £206,284 related to unrestricted funds and £96,679 related to restricted funds.

6 Governance costs

	2021 £	2020 £
Cost of trustee meetings	25	381
Accountancy fees	1,437	2,433
Independent examiner's fee	650	650
Legal and professional fees	-	1,116
	<u>2,112</u>	<u>4,580</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

7 Trustees' remuneration and expenses

No trustees received remuneration or expenses during the year.

8 Net incoming resources

Net incoming resources is stated after charging:

	2021	2020
	£	£
Depreciation of owned assets	1,653	1,189

9 Employees' remuneration

The monthly average number of persons (including senior management) employed by the charity during the year was as follows:

	2021	2020
	No.	No.
Charitable activities	11	12

The aggregate payroll costs of these persons were as follows:

	2021	2020
	£	£
Wages and salaries	151,139	177,048
Social security	4,844	9,225
Other pension costs	2,617	3,298
Redundancy costs	7,978	-
	<u>166,578</u>	<u>189,571</u>

No employee received emoluments of more than £60,000 during the year.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

10 Taxation

The registered charity is exempt from taxation on income and gains.

11 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2020	13,153
Additions	4,015
As at 31 March 2021	<u>17,168</u>
Depreciation	
As at 1 April 2020	4,044
Charge for the year	1,653
As at 31 March 2021	<u>5,697</u>
Net book value	
As at 31 March 2021	<u>11,471</u>
As at 31 March 2020	<u>9,109</u>

12 Debtors

	2021 £	2020 £
Trade debtors	-	7,233
Other debtors	1,374	3,239
Prepayments and accrued income	1,090	-
	<u>2,464</u>	<u>10,472</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

13 Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	3,128	956
Accruals and deferred income	48,203	68,630
	<u>51,331</u>	<u>69,586</u>

Included within the accruals and deferred income balance are the following grant monies:

Youth Theatre - £6,841
 Esmee Fairburn - £26,996
 HLF - £9,815

These grant monies have been deferred to 2021/22 as projects either start in 2021/22 or straddle financial years.

See accounting policies on page 8.

14 Operating lease commitments

As at 31 March 2021 the charity had total future minimum lease payments under non-cancellable operating leases as follows:

	Land and Buildings	
	2021 £	2020 £
Within one year	<u>15,000</u>	<u>-</u>

15 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £2,617 (2020 - £3,298).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

16 Related parties

Controlling entity

The charity is controlled by the trustees.

17 Analysis of funds

	At 1 April 2020	Incoming resources	Resources expended	At 31 March 2021
	£	£	£	£
Designated Funds				
Designated funds	67,714	-	-	67,714
General Funds				
General funds	(8,919)	206,942	(101,138)	96,885
Training	11,340	-	(250)	11,090
Commissions	27,997	2,994	(9,092)	21,899
Studio Programme	60,518	3,676	(64,388)	(194)
	90,936	213,612	(174,868)	129,680
Restricted Funds				
Studio Programme	-	20,304	(20,304)	-
Youth Theatre	-	3,136	(3,136)	-
Esme Fairburn	-	22,721	(22,721)	-
Big Lottery	-	11,324	(11,324)	-
	-	57,485	(57,485)	-
	158,650	271,097	(232,353)	197,394

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

Studio Programme (formerly Studio Theatre) was established in 2012 as a one day course. Studio Theatre has now expanded to become Studio Programme and delivers 4 courses across visual arts and theatre for young people and adults with learning disabilities. The fund was previously fully treated as restricted at the discretion of Prism Arts thereby reducing the flexibility in how any monies can be used. Only the funding and consequential expenditure relating to HLF is deemed restricted.

Youth Theatre: A weekly session for young people with additional needs between the ages of 10 and 19. Youth Theatre provides an exciting opportunity for young people to create, develop and perform their own theatre. Prism Arts uses a variety of art forms including puppetry, music, drama, mask and making and is kindly funded from Children in Need and Carlisle City Council.

Esme Fairburn: A progression project enabling Prism Arts to deepen our work with Studio Programme members enabling a cohort of people individual progression and development as artists. Working in partnership with the University of Cumbria Fine Art Dept. the project will enable emerging artists to access University facilities and expertise. The project will also work with students, developing new diverse collaborations and partnerships. The project will be funded for 2 years ending with a national seminar celebrating our learning and setting out a future programme of work.

Big Lottery: The National Lottery Community Fund: Development Fund enabling Prism Arts to meet the significant challenge of having to relocate the charity. The fund supported critical pastoral work to ensure a smooth relocation process for our participants, support for additional rent, legal and core costs. Essentially the fund also enabled the charity to undertake critical work to revise our Business Plan in light of the relocation, and commissioning essential work to strengthen, sustain and develop.

See the reserves policy on page 5.

Prior period

	At 1 April 2019	Incoming resources	Resources expended	Transfers	At 31 March 2020
	£	£	£	£	£
Designated Funds					
Designated funds	-	-	-	67,714	67,714
General Funds					
General funds	(5,052)	68,253	(72,120)	-	(8,919)
Training	11,458	74	(192)	-	11,340
Commissions	70,105	80,546	(54,940)	(67,714)	27,997
Studio Programme	72,134	67,416	(79,032)	-	60,518
	<u>148,645</u>	<u>216,289</u>	<u>(206,284)</u>	<u>(67,714)</u>	<u>90,936</u>
Restricted Funds					
Studio Programme	-	43,435	(43,435)	-	-
Youth Theatre	-	9,977	(9,977)	-	-
Esme Fairburn	-	10,283	(10,283)	-	-
Big Lottery	-	32,984	(32,984)	-	-
	<u>-</u>	<u>96,679</u>	<u>(96,679)</u>	<u>-</u>	<u>-</u>
	<u>148,645</u>	<u>312,968</u>	<u>(302,963)</u>	<u>-</u>	<u>158,650</u>

Prism Arts CIO

Notes to the Financial Statements for the Year Ended 31 March 2021

..... continued

18 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Tangible assets	11,471	-	11,471	9,109
Current assets	193,602	43,652	237,254	219,127
Creditors: Amounts falling due within one year	(7,679)	(43,652)	(51,331)	(69,586)
Net assets	<u>197,394</u>	<u>-</u>	<u>197,394</u>	<u>158,650</u>

Prior period

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£	£
Tangible assets	9,109	-	9,109	7,088
Current assets	169,421	49,706	219,127	189,507
Creditors: Amounts falling due within one year	(19,880)	(49,706)	(69,586)	(47,950)
Net assets	<u>158,650</u>	<u>-</u>	<u>158,650</u>	<u>148,645</u>