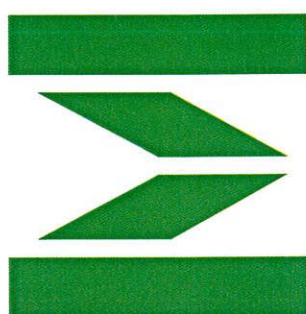


Registered Charity No: 1161551



MOTION CONTROL DANCE

Trustees' Annual Report
12 Months ended 31 August 2021

Motion Control Dance

TRUSTEES' ANNUAL REPORT
SEPTEMBER 1ST 2020 - AUGUST 31ST 2021

The trustees present their report with the financial statements for the year ended 31 August 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting of Charities' issued 2005, (as amended 2008).

Reference and Administrative Details

Charity Name: Motion Control Dance

Registered Charity Number: 1161551

Registered Office: 147 Fontygary Road, Rhoose, Vale of Glamorgan, Wales, CF62 3DU

Operational Address: MCD Studio, Barry YMCA, Court Road, Barry Vale of Glamorgan, CF63 4EE

Trustees:

Mrs Louise Price - David Chairwoman
Mr Rhys Jones
Mr Sy Joshua
Miss Kate Ashman
Mrs Siobhan Saunders Treasurer
Mr Nick Robinson

Chief Executive: Emma Mallam

Bankers: Co-operative Bank, PO Box 250 Skelmersdale, WN8 6WT

Independent Examiner: Seamount Business Services Limited
Association of Accounting Technicians
Seamount Business Services Limited
Gryson House
The Grove
Pontllanfraith
NP12 2EQ

Structure, Governance and Management

Governing Document: Motion Control Dance is a Charitable Incorporated Organisation governed by a constitution whose voting members are its charity trustees.

Appointment of Trustees: The members of the trustees board are elected to serve three years, after which they must be re-elected at the next Annual General Meeting. This year we had one trustee be asked to step down in May 2021 as he had served his three year term and had not attended any meetings for over 6 months.

Trustee Induction and Training: Induction for new trustees are sent an induction pack that contains our constitution, recent accounts and trustee report, the Essential Trustee guidelines (CC3 form) and the trustee handbook from the Charity Commission.

Organisational Structure: The Charity operates under a governing Board of the Trustees. The Chief Executive also attends board meetings, which are held at least four times a year. The day to day management of the charity is delegated to the Chief Executive.

Related Parties: Motion Control Dance works in partnership with the Barry YMCA, Vale Sports & Play Development Team, Vale Disability Officer and Vale Youth Service along with a few older people networks, many local organisations and schools across the Vale of Glamorgan.

It is a member of the Foundation of Community Dance where it follows the Code of Conduct for professional practice and translates the core values of community dance into standards of ethical and responsible practice to which community dance professionals adhere. The People Dancing Code of Conduct is aligned to the ArtsWork Code of Practice, which explains how people working across the participatory arts sector should behave.

Risk Management: Monthly meetings with the Chair and CEO, quarterly meetings with the board of trustees have taken place, where we have reviewed any risks or factors that could cause risk. The Covid - 19 pandemic brought our risk management into play this year and trustees all maintained contact via zoom to ensure the stabilization of the charity.

Objectives and Activities

The object of the charity and principal activities are:

To advance the education of people of all ages, living in the Vale of Glamorgan and the surrounding areas, in the performing arts, particularly the art of dance, for the benefit of the public, in particular through the provision of classes, training, workshops and performance opportunities.

Public Benefit: In planning Motion Control Dance activities for the year the trustees kept in mind the Charity Commission's guidance on public benefit.

The main objectives and activities for the year was to focus on stabilizing the charity after the pandemic by providing opportunities, in education and the community, for people of all ages and abilities to experience and participate in dance activities. The strategies employed to assist the charity to meet these objectives included the following:

- Our first ever whole school digital dance performance "Believe" was created at aired in December 2020
- Developing our online dance programme for the community to participate in - online projects were also created in partnership with the Vale of Glamorgan Healthy Living team to encourage older people to access physical activity whilst in lockdown.
- To maintain financial viability of the charity during the precedent times to ensure the stability of its future

Achievements and Performance

The main areas of charitable activity are the provision of classes/workshops/training and performance opportunities for people living in the Vale of Glamorgan and surrounding areas.

In 2020/21 Motion Control Dance:

- worked with 1106 individuals on a variety of projects of a range of ages - an decrease of 9% from last year – due to the pandemic and being closed for 2 terms and working online.
- delivered 17 weekly dance sessions for children, young people, women and vulnerable adults at the YMCA, Barry - an decrease of 32% from our previous year
- participants took part at 7 community performances - 6 of these were online!
- co-ordinated 9 community dance projects – an decrease of 83% from last year due to the pandemic
- Employed 7 freelance professional dance tutors on a weekly basis with the help of 8 young volunteers
- Motion Control Dance took on 2 young people to support the social media and administration of MCD charity through the Kickstart campaign and working in partnership with The Gloves Are On charity
- Emma Mallam & Motion Control Dance was shortlisted for One Dance UK - Dance in Wales Award in November 2020

Highlights of this programme were:

- Christmas Showcase with over 85 performers to an online audience of 506
- Our Local Motion Disability Dance Company were selected to represent Wales in their online screening of U.Dance
- A series of online videos were created by different dance choreographers to engage the community funded by the Vale Youth Service
- A small group of dancers created a music video based on the pandemic during online sessions and our Easter break when restrictions were lifted
- We maintained 35% of our students during switching to online classes but then managed to have 125 students on a weekly basis attend our studio by the end of the year
- We delivered movement sessions outside in various parks to re - engage with our members especially our older members who were too anxious to attend inside the studio
- We held a summer scheme that saw 322 young dancers take classes with our professional tutors to reconnect and focus on their wellbeing after the lockdown. This was funded by the Welsh Assembly Government and the Vale Council

Financial Review

Motion Control Dance has managed to provide a broad programme of work to children, young people and vulnerable adults despite transitioning to online sessions during the lockdown months.

The Charity, with the aid of sound financial management and the continued efforts of staff and support generated a total turnover for the charity's financial year ending 31 August 2020 was £93,168 with expenditure costs at £93,654. There was a small overspend this year of £486. The financial performance of the charity is disclosed in the financial statements.

Principal Funding Sources: Our charity's principal source of funds has been generated through our studio dance programme for this financial period as well as services being booked by our charity within organisations in the Vale of Glamorgan. Dancers have been booked to perform at local events which has helped with core costs.

Motion Control Dance has been awarded financial support by a few grants and donations this financial period for various projects and posts for projects. A small proportion of income was through our studio dance programme. Other income was generated from services being booked by our charity within organisations in the Vale of Glamorgan.

Policy on Reserves: Our reserves position:

	Current Year 2020-2021	Previous Year 2019/20	% Increase / (Decrease)
Unrestricted Funds (Reserves)	68,819	83,224	(17.3%)
Restricted / Designated Funds:	24,349	34,679	(29.7)
- Building Fund			
- Education Fund			
- Others			
Endowment Funds			
Total Funds	93,168	117,903	(20.9%)
Ratio of Reserves to Annual Operating Expenditure	10.19%	9.52%	

The reserves that we have set aside provide financial stability and the means for the development of our principal activity. We intend to maintain our reserves at a level which is at least equivalent to 8-10% (looking to increase/decrease dependent on annual unrestricted funds). We intend to use the reserves in the following manner if for any reason the business were to cease operation:-

- Studio Lease Hire (monthly cost) - £1,000.00
- Insurances & Licensing (annual contract) £3,000.00
- Financial regulations monitoring (in line with Charity Commission) = £1,500
- Student Fees – Maximum of £1,000.00
- Staffing costs – Maximum of £3,000.00

The board of trustees are aware the reserves policy is essentially held in case of emergency and the project is unable to continue at its capacity or continue delivery. In the case of external grants and projects this money can be on hold and returned whilst existing monthly outgoings and annual costs will need to be reserved and covered.

The board will look to review the policy in regards to trends and drops in the market, this will lead into developing a strategy of reserves to cover the worst case scenario of closing down and future risks to the organisation.

The Board regularly reviews the amount of reserves that are required to ensure that they are adequate to fulfil our continuing obligations. This is done on a quarterly basis. The % will change dependent on finance/total unrestricted funds for the year.

Investment Policy: This charity does not have an investment policy or committee or manager due to the size of the charity. In the future, we would look to create an investment portfolio and policy if our reserves warranted investment.

Plans for Future Periods

Motion Control Dance's plans for 2021/22 are:

Organisational Development

- Increase financial security of the charity and CEO by working with new accountant to build upon business plan for next financial year to maintain and increase income
- Work towards the 5 year plan outlined for the growth of the charity with the emphasis on securing corporate sponsorships for unrestricted funds to support our events
- Focus on promoting our services to increase members back to pre-covid numbers

Sector Development

- Develop new partnerships with primary schools in the region to expand on joint projects and deliver staff training programmes based on the new Welsh Creative Curriculum 2022.
- Continue to redevelop our dance programme working with over 50s and those residing in the care homes
- Develop new initiative with Cardiff and Vale Health Board and Arts Business Wales with a new project in Barry Hospital
- Engage with more members from areas of deprivation having subsidized sessions for ACES and those on low income families and seek funding to cover these sessions
- Continue to work in partnership with local organisations to connect with our community and expand on our reputation and work of mouth referrals focusing upon health and wellbeing

Training & Development

- Network with local organisations in the Vale for future partnership possibilities
- Tutors to attend refresher Safeguarding and First Aid Courses with Vale of Glamorgan Council
- Tutors to undergo Chaperone License course to ensure safeguarding of our children whilst backstage at performances
- Keep mandatory training for internal staff, regular freelance staff and volunteers up to date, and complete a programme of training to hone production and promotional skills development
- CEO to continue professional development with Studio Expansion to roll out a 2 year programme that can be repeated for ease with administration and focus on retention.
- MCD to undertake application for GOLD INSPOORT status

Community Programme

- Sustain our current dance programme of weekly sessions at the YMCA and maintain after school clubs and increase number of members to 300 on a weekly basis
- Deliver at least 3 projects to schools, colleges, health partners & community groups
- Perform at least 5 community events in the local area
- Deliver weekly dance sessions in at least 4 care homes in the local area

Statement of Trustees' Responsibilities

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 Charity's financial activities during the year and its financial position at the end of the year. In preparing those financial statements the Trustees are required to follow best practice and to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- observe the methods and principles in the Charity SORP;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which 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 and Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Signature and Declaration

Declaration: I declare, in my capacity of charity trustee, that: the trustees have approved the report above and have authorised me to sign it on their behalf.

Signature: 

Full Name: LOUISE DAVID

Position: Chair of Board

Date:

17th May 2021

Motion Control Dance

Charity No. 1161551

Company No. CE004062

Trustees' Report and Unaudited Accounts

31 August 2021

Motion Control Dance
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Motion Control Dance

Independent Examiners Report

Independent Examiner's Report to the trustees of Motion Control Dance

I report to the charity trustees on my examination of the financial statements of Motion Control Dance for the year ended 31 August 2021 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

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

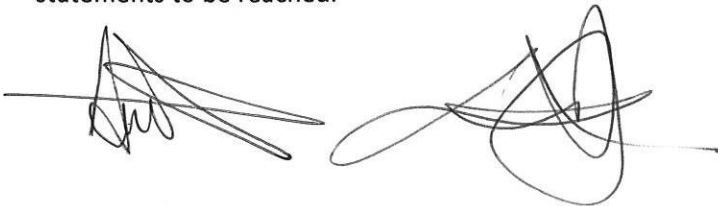
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the Charities SORP (FRS 102).

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



Seamount Business Services Limited
Association of Accounting Technicians
Seamount Business Services Limited
Gryson House
The Grove
Pontllanfraith

NP12 2EQ
17 May 2022

Motion Control Dance
Statement of Financial Activities
for the year ended 31 August 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
	Notes				
Income and endowments from:					
Charitable activities	3	39,397	-	39,397	43,953
Other trading activities	4	22	-	22	100
Other	5	29,400	24,349	53,749	73,849
Total		68,819	24,349	93,168	117,902
Expenditure on:					
Charitable activities	6	17,508	23,118	40,626	39,799
Other	7	34,089	21,061	55,150	50,684
Total		51,597	44,179	95,776	90,483
Net gains on investments		-	-	-	-
Net (expenditure)/income		17,222	(19,830)	(2,608)	27,419
Transfers between funds		-	-	-	-
Net (expenditure)/income before other gains/(losses)		17,222	(19,830)	(2,608)	27,419
Other gains and losses					
Net movement in funds		17,222	(19,830)	(2,608)	27,419
Reconciliation of funds:					
Total funds brought forward		20,522	25,839	46,361	18,942
Total funds carried forward		37,744	6,009	43,753	46,361

Motion Control Dance

Notes to the Accounts

for the year ended 31 August 2021

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

Motion Control Dance
Notes to the Accounts

3 Income from charitable activities

	Unrestricted	Total 2021	Total 2020
	£	£	£
Classes	24,337	24,337	37,098
Projects	11,842	11,842	4,563
Events	1,832	1,832	1,705
Workshops	1,386	1,386	587
	<u>39,397</u>	<u>39,397</u>	<u>43,953</u>

4 Income from other trading activities

	Unrestricted	Total 2021	Total 2020
	£	£	£
Merchandise	22	22	100
	<u>22</u>	<u>22</u>	<u>100</u>

5 Other income

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Grants	20,878	24,349	45,227	71,018
Donations	8,520	-	8,520	2,815
Bank interest	2	-	2	16
	<u>29,400</u>	<u>24,349</u>	<u>53,749</u>	<u>73,849</u>

6 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
<i>Expenditure on charitable activities</i>				
Classes	2,250	-	2,250	1,427
Hall Hire	1	10,390	10,391	10,186
Freelance Tutors	9,038	12,728	21,766	22,034
Event Expenses	6,219	-	6,219	6,152
<i>Governance costs</i>				
	<u>17,508</u>	<u>23,118</u>	<u>40,626</u>	<u>39,799</u>

Motion Control Dance
Notes to the Accounts

7 Other expenditure

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Employee costs	19,819	14,333	34,152	26,100
Motor and travel costs	1,189	-	1,189	2,124
Premises costs	-	-	-	14,909
General administrative costs	12,159	6,728	18,887	7,201
Legal and professional costs	922	-	922	350
	<u>34,089</u>	<u>21,061</u>	<u>55,150</u>	<u>50,684</u>

8 Staff costs

	2021	2020
Salaries and wages	28,202	24,999
Social security costs	2,510	-
Pension costs	529	-
	<u>31,241</u>	<u>24,999</u>

No employee received emoluments in excess of £60,000.

9 Creditors:

amounts falling due within one year

	2021	2020
	£	£
Other taxes and social security	1,854	-
Other creditors	638	-
	<u>2,492</u>	<u>-</u>

Motion Control Dance

Notes to the Accounts

10 Movement in funds

	At 1 September 2020	Incoming resources (including other gains/losses) £	Resources expended £	At 31 August 2021 £
Restricted funds:				
Restricted income funds:				
Parkinsons	300	-	(300)	-
Arts Council Wales	13,950	14,333	(24,423)	3,860
Vale Heros	2,149	-	-	2,149
Older People	9,440	-	(9,440)	-
Youth Cymru	-	2,000	(2,000)	-
The Moondance Foundation	-	8,016	(8,016)	-
<i>Total</i>	<u>25,839</u>	<u>24,349</u>	<u>(44,179)</u>	<u>6,009</u>
Unrestricted funds:				
General funds	20,522	68,819	(51,597)	37,744
Total funds	<u>46,361</u>	<u>93,168</u>	<u>(95,776)</u>	<u>43,753</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Parkinsons

Arts Council Wales Support core costs through the pandemic to cover Director's salary and studio hire

Vale Heros

Older People

Youth Cymru To support a summer dance scheme

The Moondance Foundation Support core costs in terms of project workers wages

11 Analysis of net assets between funds

	Unrestricted funds £	Total £
Net current assets	43,753	43,753
	<u>43,753</u>	<u>43,753</u>

12 Reconciliation of net debt

	At 1 September 2020 £	Cash flows £	At 31 August 2021 £
Cash and cash equivalents	46,361	(116)	46,245
	<u>46,361</u>	<u>(116)</u>	<u>46,245</u>
Net debt	<u>46,361</u>	<u>(116)</u>	<u>46,245</u>

13 Commitments

Operating lease commitments

Annual commitments under non-cancellable operating leases are as follows:

	2021 Land and buildings £	2021 Other £	2020 Land and buildings £	2020 Other £
Operating leases with expiry date:				

Pension commitments

	2021 £	2020 £
The pension cost charge to the company amounted to:	<u>529</u>	<u>-</u>

0 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

Motion Control Dance
Detailed Statement of Financial Activities
for the year ended 31 August 2021

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:				
Charitable activities				
Classes	24,337	-	24,337	37,098
Projects	11,842	-	11,842	4,563
Events	1,832	-	1,832	1,705
Workshops	1,386	-	1,386	587
	<u>39,397</u>	<u>-</u>	<u>39,397</u>	<u>43,953</u>
Other trading activities				
Merchandise	22	-	22	100
	<u>22</u>	<u>-</u>	<u>22</u>	<u>100</u>
Other				
Grants	20,878	24,349	45,227	71,018
Donations	8,520	-	8,520	2,815
Bank interest	2	-	2	16
	<u>29,400</u>	<u>24,349</u>	<u>53,749</u>	<u>73,849</u>
Total income and endowments	68,819	24,349	93,168	117,902
Expenditure on:				
Charitable activities				
Classes	2,250	-	2,250	1,427
Hall Hire	1	10,390	10,391	10,186
Freelance Tutors	9,038	12,728	21,766	22,034
Event Expenses	6,219	-	6,219	6,152
	<u>17,508</u>	<u>23,118</u>	<u>40,626</u>	<u>39,799</u>
Total of expenditure on charitable activities	17,508	23,118	40,626	39,799
Employee costs				
Salaries/wages	13,869	14,333	28,202	24,999
Employer's NIC	2,510	-	2,510	-
Pension costs	529	-	529	-
Staff training	2,911	-	2,911	1,101
	<u>19,819</u>	<u>14,333</u>	<u>34,152</u>	<u>26,100</u>
Motor and travel costs				
Travel and subsistence	50	-	50	536
Business mileage costs reimbursed	1,139	-	1,139	1,588
	<u>1,189</u>	<u>-</u>	<u>1,189</u>	<u>2,124</u>
Premises cleaning	-	-	-	82
Premises repairs and maintenance	-	-	-	14,827

Motion Control Dance

Detailed Statement of Financial Activities

	-	-	-	14,909
General administrative costs, including depreciation and amortisation				
Bank charges	163	-	163	46
Equipment repairs and maintenance	2,307	-	2,307	1,404
General insurances	718	-	718	545
Software, IT support and related costs	923	6,728	7,651	877
Stationery and printing	362	-	362	1,854
Subscriptions	6,841	-	6,841	-
Sundry expenses	711	-	711	2,475
Telephone, fax and broadband	134	-	134	-
	12,159	6,728	18,887	7,201
Legal and professional costs				
Accountancy and bookkeeping	922	-	922	350
	922	-	922	350
Total of expenditure of other costs	34,089	21,061	55,150	50,684
Total expenditure	51,597	44,179	95,776	90,483
Net gains on investments	-	-	-	-
Net (expenditure)/income	17,222	(19,830)	(2,608)	27,419
Net (expenditure)/income before other gains/(losses)	17,222	(19,830)	(2,608)	27,419
Other Gains	-	-	-	-
Net movement in funds	17,222	(19,830)	(2,608)	27,419
Reconciliation of funds:				
Total funds brought forward	20,522	25,839	46,361	18,942
Total funds carried forward	37,744	6,009	43,753	46,361