

WORKPLACE FOUNDATION

England & Wales · Charity number 1174379

Details

Status Registered

Legal form Charitable company

Company number [05312213](#)

Registered 2017-08-24

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

Contact

Address Workplace Foundation
12 Blandford Square
Newcastle upon Tyne
Tyne & Wear
NE1 4HZ

Phone 0191 535 8115

Email info@workplacefoundation.art

Website <http://www.workplacefoundation.art>

Activities

Objects: THE CHARITY'S OBJECTS ARE FOR THE PUBLIC BENEFIT TO:(1) PROMOTE MODERN AND CONTEMPORARY ART BY THE ESTABLISHMENT AND MAINTENANCE OF AN ART GALLERY AND EXHIBITION SPACES IN PARTICULAR BUT NOT EXCLUSIVELY IN GATESHEAD, NEWCASTLE AND THE SURROUNDING REGION; AND (2) ADVANCE THE EDUCATION AND UNDERSTANDING OF THE PUBLIC IN MODERN AND CONTEMPORARY ART, PARTICULARLY BUT NOT EXCLUSIVELY BY:(A) IMPROVING PUBLIC ACCESS; (B) DEVELOPING PUBLIC APPRECIATION; AND (C) FACILITATING THE STUDY AND PRACTICE OF MODERN AND CONTEMPORARY ART.

Activities: We promote modern and contemporary art through our gallery and through exhibitions in particular but not exclusively in Gateshead, Newcastle and the surrounding region; and advance the education and understanding of the public in modern and contemporary art.

Classification

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Gateshead
- Newcastle Upon Tyne City
- North Tyneside
- South Tyneside
- Sunderland

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£453	£66,142	-	-
2024-03-31	£101,313	£174,655	-	-
2023-03-31	£183,147	£210,096	-	-
2022-03-31	£239,909	£231,818	-	-
2021-03-31	£182,185	£140,362	-	-

Trustees

Name	Role	Appointed
JUDITH CARLTON		2016-12-16
Maitreyi Maheshwari		2020-04-01
ROBERT HAROLD FERRERS DEVEREUX		2016-12-16

WORKPLACE FOUNDATION

England & Wales - Charity number 1174379

Accounts

Company Registration No. 05312213

Registered Charity Number 1174379

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)

REPORT AND ACCOUNTS
For the year ending 31 March 2024

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2024***

The Trustees, who are also Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Name	Workplace Foundation
Charity Registration Number	1174379
Company Registration Number	05312213
Registered Office	12 Blandford Square, Newcastle upon Tyne NE1 4HZ

Trustees

For the purposes of the Companies Act 2006, the Board of Trustees is the Board of Directors of the charitable company and is referred to as the Trustees throughout this report.

The Trustees of Workplace Foundation during the period and to the date of signing this report are as follows:

Ms J Carlton	
Mr R Devereux	
Mr R Gander	
Ms Maria Loh	Resigned 22 November 2023
Ms M Maheshwari	
Mr P Smith	
Mr T Wilcox	Resigned 6 November 2023

Independent Examiner	Mr P O'Hara FCA, Chartered Accountant, 26 La Sagesse, Jesmond, Newcastle upon Tyne NE2 3AF
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Documents

Workplace Foundation is a charitable company limited by guarantee, incorporated on 14 December 2004. The company changed its name from Workplace Art Gallery Limited to Workplace Foundation on 15 August 2016 and was registered as a charity on 24 August 2017.

The charity is controlled by its governing document, its Memorandum & Articles of Association, as amended by a special resolution dated 26 July 2016, registered at Companies House on 19 August 2016, and constitutes a limited company, limited by guarantee, as defined by the Companies Act.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Governing Documents (Cont.)

The Directors of the company are also Trustees of the charity.

Eligibility for membership of the charity, and membership of the Board of Trustees, is governed by the Articles of Association. There are no restrictions in the governing document on the operation of the charity other than those imposed by general charity law.

OBJECTIVES AND ACTIVITIES

Charitable Purpose

Workplace Foundation's charitable objects are for the public benefit to:

- (1) promote modern and contemporary art by the establishment and maintenance of an art gallery and exhibition spaces in particular but not exclusively in Gateshead, Newcastle and the surrounding region; and
- (2) advance the education and understanding of the public in modern and contemporary art, particularly but not exclusively by:
 - (a) improving public access;
 - (b) developing public appreciation; and
 - (c) facilitating the study and practice of modern and contemporary art.

Vision

Workplace Foundation aims to transform the visual arts in Gateshead and the North of England by presenting outstanding, experimental contemporary art, to the both the region and the world.

Mission

Workplace Foundation is a charity based in the North of England, established in 2016 by Workplace Gallery, an international commercial contemporary art gallery, itself founded in Gateshead in 2002.

Workplace Foundation supports the development of emerging and under-represented artists and local communities through a rigorous and engaging programme of exhibitions and events. We aim to enrich the cultural life of the North of England by creating opportunities for the public to engage with art of exceptional quality, and to create a much larger audience for art through the Foundation's local and international networks.

Workplace Foundation serves the communities of Gateshead and the North of England and aims to contribute to the regional art scene and establish the area as a vital cultural centre within the UK.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2024***

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Strategic Objectives

The charity's strategic objectives are to:

1. Establish a dynamic programme of Workplace Foundation exhibitions, talks and events that improve public access and learning about contemporary art
2. Build a stronger profile for the Foundation and awareness of its work
3. Grow the Foundation's audiences
4. Build city, regional and international partnerships that facilitate the Foundation's work
5. Achieve financial sustainability for the Foundation
6. Secure a long-term home for Workplace Foundation

Ensuring our Work delivers our Aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes.

Structure and Governance

The charity currently has a Board of five non-executive Trustees, which meets a minimum of four times per year. Detailed written Board reports and an agenda are prepared and circulated in advance of meetings.

Recruitment and Appointment of Board of Trustees

Trustees are elected to the Board based on discussions and recommendations offered by Trustees and outside advisors to the organisation, as well as through a range of advertising channels.

Trustee Induction and Training

New Trustees are inducted by the Chair of the Board and Directors and are provided with a range of resources to support their understanding of Workplace Foundation activities.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Reserves Policy

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to firstly hold a level of unrestricted Reserves which enables the charity to have sufficient financial resources to meet various liabilities which would crystallise if Workplace Foundation's funding were to be withdrawn and/or it were unable to continue operating.

The charity's total Unrestricted Funds at 31 March 2024 were £45,796.

The Trustees previously agreed the designation from Unrestricted Funds of £70,000 as a Designated Core Reserve Fund towards the costs of winding up the charity or transitioning to a new business model but this Fund has effectively been fully used in the year.

In addition, the Trustees designated a further £19,476 being the net book value of Fixed Assets.

Free Reserves, defined as total Unrestricted Funds less any Designated Funds and the value of Tangible Fixed Assets, are £26,320 at 31 March 2024.

This policy will be reviewed by the Trustees on an annual basis as part of the charity's budgeting processes.

Public Benefit

The Trustees understand and have discussed the implications of the provisions of the Charities Act 2006, which state that all charities must demonstrate that they are established for public benefit, and have had due regard to the public benefit guidance issued by the Charity Commission. The Trustees believe that the charity meets both of the key principles.

Principle 1 - There must be an identifiable benefit, or benefits

The organisation encourages artists to challenge conventions, overturn clichés and contribute to a dialogue within current artistic practice. It aims to nurture and develop talent and to help artists maintain and hone their vision, whilst also enabling them to begin to connect with the international art world in order to develop long term sustainable careers.

The organisation aims to increase engagement of its local audience by focussing on accessibility and creating closer proximity between artist and audience. Examples include talks and programmes run by artists during exhibitions aimed at a broad audience and the production and distribution of online video interviews with artists. The gallery is also developing a reading room developed from the organisation's archives where artists, students and the general public can access periodicals and other educational material.

WORKPLACE FOUNDATION
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TRUSTEES' REPORT
For the year ended 31 March 2024

OBJECTIVES AND ACTIVITIES (Continued)

Public Benefit (Cont.)

Principle 2 - Benefit must be to the public, or a section of the public

The organisation has a strong commitment to equality and its programme is made up of artists who come from diverse backgrounds in the local area and from many parts of the UK and beyond. It also aims to increase engagement and facilitate communication between local audiences and artists.

The organisation's core purpose is to develop artists' careers for the public benefit. It supports and promotes the work of artists through exhibitions and associated events, developing opportunities with other galleries and curators, providing critical feedback, space and resources to enable artists to develop their practice and create work of outstanding quality so that the public can benefit by viewing and learning about contemporary visual art.

Workplace Foundation's beneficiaries are therefore entirely appropriate to its aims and the public as a whole benefits from its work.

All of these benefits are clear, evidenced and relate directly to Workplace Foundation's aims. In addition, the Trustees do not consider that any significant detriment or harm flows from Workplace Foundation's work.

Risk Management

The Trustees of the charity regularly review the major governance, operational and financial risks which the charity faces as part of its annual business planning process and confirm that systems have been established to mitigate these risks.

Workplace Foundation has a risk management strategy in place which comprises:

- an annual review of the strategic risks the charity may face via the business plan
- the establishment of systems and procedures to mitigate those risks identified
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

The Trustees are satisfied that appropriate financial systems and controls and employment policies and practices are in place.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2024***

OBJECTIVES AND ACTIVITIES (Continued)

Risk Management (Cont.)

The Trustees consider the key risks facing the charity at this time and the mitigating actions taken to be as follows:

- Long-term absence/resignation of Directors or Trustees - Workplace Foundation is governed by a group of capable Trustees from a broad skillset. Our Memorandum and Articles state that a quorum is two trustees present in person or by proxy and entitled to vote upon the business to be conducted at the meeting, or one tenth of the total membership at the time whichever is the greater. So we are well served to be able to continue to operate even with a large amount of long term illness and / or resignations.
- Not achieving income targets (trusts and foundations, earned income, individual giving) - Our unsuccessful bid to Arts Council's NPO programme saw us successfully apply to their 'Transition' funding which has mitigated our funding for the year and will give us the space to reorient our organisation towards a new model that is less dependent on Arts Council England.

The Trustees also manage the general financial risks arising by ensuring that:

- Prudent budgets have been set for the next financial year
- Regular management accounts are provided, showing the performance against budget
- Contingency plans are in place for the actions which would be taken if income appears unlikely to reach its target
- Reserves policies have been adopted which provide an appropriate amount of uncommitted Reserves which will always enable the charity to meet all its liabilities even if income targets are not achieved

Grant Making Policy

The charity does not currently engage in grant-making activity.

The Contribution of Volunteers

The charity does not currently use volunteers to support its activities.

WORKPLACE FOUNDATION
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TRUSTEES' REPORT
For the year ended 31 March 2024

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year

Programme Highlights

Hazel Brill - *Pincer*

23 September – 4 November 2023

Family friendly opening:

Workplace Foundation was delighted to announce a new exhibition in Newcastle by Hazel Brill, which ran from 23 September - 4 November 2023.

Featuring a series of sculptures and video, Brill created an installation that references a gothic laboratory, conjuring a shiny utopian future which has turned messy and grotesque. Inspired by intricate set designs and depictions of laboratories from horror films, the artist is interested in gothic horror fiction as a device to deal with fears around transformative technologies, where the lines between the living and the non-living are blurred, posing an existential threat.

The works in the exhibition are rooted in developments with contemporary technology, and provoke and subvert popular narratives around science, teasing out complicated feelings of fear and anticipation of the unknown. Here, a set of recurring images and patterns weave an opaque story around themes of fate, pattern recognition and artificial intelligence, while the sculptures function as fictional 'breeding beds' for a series of intertwined, imaginary creatures. Dreamlike premonitions about the fate of the protagonists are embedded into the 'walls', suggesting an ominous forecast for the inhabitants' futures. These images and patterns are stamped into the clay, embedded in the structures of the installation and rusted onto metal images hung on the wall, with references crossing between the sculptures and video.

Many of the sculptural installations contain their own internal processes, including live bacteria, and are fashioned from cardboard, scrap metal, steel, glass, clay, faux fur. A dissonant soundtrack accompanies the pieces, featuring field recordings from biotechnology labs, the use of image to sound generator, synth music and collaged tracks. Sound includes samples of Scarlett Woolfe live recordings, snippets of guitar tracks by Roland Fischer-Vousden and image to sound generation using Olivia Jack's software programme Pixelsynth.

Beginning with research into uses of artificial intelligence within wet-laboratories, the artist followed a wide-ranging associative trail, using computer 'vision' and 'hearing' to interpret their studio practice. Working alongside an AI chatbot companion and Google's computer vision function, this experiment led to the dizzying set of references, stretching from 17th century machines for spiritual experiences, early forms of coding and to contemporary practices within pharmaceutical industries. Scattered across the space, Brill's gothic-horror-inspired set design absorbs, reconfigures and riffs upon a set of playfully absurd reference points, and through an experimental use of wide-ranging media, contemplates the role of theatricality, storytelling and emotion in scientific research.

**WORKPLACE FOUNDATION
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TRUSTEES' REPORT
For the year ended 31 March 2024**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

Tako Taal - *A Big Life*

Workplace Foundation was pleased to present *A Big Life*, a solo exhibition by Glasgow based artist Tako Taal. Taal is a multidisciplinary artist whose works seek to sit alongside spectral, cited and physical beings, to undermine history and destabilise images. At stake in her artistic practice are the psychic structures of colonial relations, and questions of how vivid they remain in the present. *A Big Life* brings together a body of work that Taal has been building over the last five years which looks at multiplicities of identity and investigates the social and historical significance of her father's home, Jufureh.

The installation '*Sad deserted shore, your fickle friends are leaving*' is both a study of landscape and place and an attempt to collapse multiple timeframes and materials into one location. It is rich in a diversity of materials, including glittervinyl, oleander flower, brass, lemon peel, c-type prints, coins (of various origins), newspaper cuttings, solar powered calculator, portable radio cassette, infinite tape, and rice, all of which have personal significance to Taal. The installation's title cites lyrics from Fairport Convention's song, *Who Knows Where the Time Goes?*

Alongside this work Taal has produced a new work *Sleeve_01*, and is showing existing works *A body* and *Table d'hôte* which explore ideas of myth-making about returning to places that no longer exist except in "topographies of grief and loss".

Tako Taal (b.1989, Wales) studied at Gray's School of Art, Aberdeen, and lives and works in Glasgow. Recent exhibitions include: *At the shore, everything touches*, DCA, Dundee; *Inherited Premises*, with Rami George, Grand Union, Birmingham; *Compound*, Intermedia Gallery, CCA, Glasgow; *Living with Ghosts*, Pace Gallery, London; *Meet me at the Threshold*, Talbot Rice Gallery, University of Edinburgh; NADA House, Governors Island, New York. Residencies include RAW Académie, *Images for our Times*, Dakar, Senegal and *Cove Park*, Scotland.

This exhibition was also supported by Newcastle Cultural Investment Fund.

West End Women Art Group

We continued to host West End Women Art Group project until December 2023 through a grant made by Ashley Foundation to fund the delivery of workshops tailored for supporting women from a variety of backgrounds. WEWAG was set up in 2017 in partnership with Newcastle Council Arts Development Team and the Intensive Family Support Unit, as a space for vulnerable and isolated women based in Newcastle's West End to come together to make friends and learn new skills around a programme of arts activities.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2024***

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

West End Women Art Group (Cont.)

Our support helped WEWAG focus on building confidence and increasing the number of women joining the group through:

- Peer to peer support, where experienced members of the group can share their skills with new members.
- Creating a 'library' of craft activities, (materials and simple instructions) so that women can have more choice and ownership over the projects they do.
- Re-engaging more closely with the Family Support Team, and other Womens' Groups to highlight the project and encourage more women to join.
- Creating multi-generational activity packs that women can do with their families in the school holidays.

The beneficiaries were:

- Vulnerable women who do not have the means or confidence to access other groups of this nature. Referred by the Family Support Unit many of them are dealing with domestic violence, poverty, mental health issues and loneliness.
- Support Workers who support the women also gain new skills that can be shared with their clients. Families and children of the women through holiday activity packs.

Grants

Arts Council Transition Fund: £87K

In 2023/24 the impact of Arts Council England's decision not to continue to fund Workplace Foundation was felt significantly. This loss of our core funder was a shock to the organisation, particularly after a strong application to the National Portfolio and significant organisational developments over the past few years.

Our acceptance into the ACE Transition Fund secured £87k of funding for 23/24. The programme outlined a period of transition that would explore sharing our gallery spaces with our sibling organisation, Workplace Gallery Ltd, to programme our Newcastle spaces with significant artist exhibitions and transition towards covering costs.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2024

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

Arts Council Transition Fund: £87K (Cont.)

Alongside completing a programme of Workplace Foundation planned exhibitions of emerging and underrepresented artists that we have already received funding for, Workplace Foundation will pivot towards a program of audience development, community engagement, and educational activity, with a focus on our library and communal space. We have created a welcoming and accessible space that includes a library, a communal space and kitchen, and accessible facilities, and will continue to run a program of events and activities from these spaces.

The senior management team at Workplace Foundation to be retained under this model and will transition to being employed by both WF and WG on a pro-rata basis. Any audience development and community engagement activity will be funded through charitable giving and trusts and foundations.

This hybrid way of working is complementary to both the charity and the commercial gallery and allows each organisation to bring their unique knowledge to continue this ambitious and significant arts space in the North of England.

Newcastle Cultural Investment Fund: £12K

We were successful in securing £12,000 from Newcastle Cultural Investment Fund towards project costs to fund our Emerging Artist Exhibition Programme in our gallery in Blandford Square, Newcastle through 2023-24. This will cover producing the solo exhibitions above including an artist's fee, transport, production and installation costs.

Financial Review

The out-turn for the year is an unrestricted deficit of £(65,708) (2023: deficit £26,949). The deficit will be deducted from Unrestricted Reserves, leaving a balance on Unrestricted Funds at 31 March 2024 of £45,796.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2024

PLANS FOR FUTURE PERIODS

Over the next year Workplace Foundation will continue to focus on exploring a different structure to enable us to retain the gallery in 12 Blandford Square and will continue to explore our relationship with our sibling commercial gallery in London in order to support our activity and survive as an organisation.

We will continue to support emerging organisations and artists groups, expanding their networks and raising aspirations by being open and transparent as much as possible and through committing to knowledge transfer and maintaining a spirit of generosity.

We are committed to the North-East and wider North and understand that to be successful it helps to be part of an integral vibrant scene. We have developed deep roots in the North-East arts community over 20 years and have strong relationships with major organisations and artist-led grassroots collectives.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2024***

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Workplace Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees

**Robert Devereux
Trustee
Company Registration Number 05312213**

31 January 2025

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF WORKPLACE FOUNDATION LIMITED YEAR ENDED 31 MARCH 2024

I hereby report to the Trustees/Members of Workplace Foundation (Charity Registration Number 1174379) on the accounts for the year ended 31 March 2024 set out on pages 15 to 26.

Responsibilities and Basis of Report

As the charity's Trustees (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

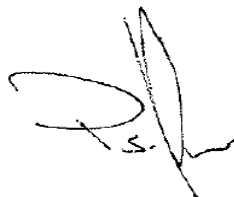
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods or principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

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 accounts to be reached.



Pete O'Hara, FCA, Chartered Accountant
Fellow of the Institute of Chartered Accountants in England & Wales

26 La Sagesse, Jesmond, Newcastle upon Tyne NE2 3AF

31 January 2025

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Income					
Income from Investments		-	-	-	-
Income from Grants, Donations & Legacies	3	8,836	74,622	83,458	157,413
Income from Charitable Activities	4	3,009	-	3,009	27,342
Other Income	5	14,846	-	14,846	7,787
Total Income		26,691	74,622	101,313	192,542
Expenditure					
Expenditure on Raising Funds	6	-	500	500	-
Expenditure on Charitable Activities	7	92,399	81,756	174,155	221,857
Total Expenditure		92,399	82,256	174,655	221,857
Net Income/(Expenditure)	8	(65,708)	(7,634)	(73,342)	(29,315)
Balance brought forward at 1 April		111,504	7,634	119,138	148,453
Balance carried forward at 31 March	14	£45,796	£-	£45,796	£119,138

The notes on pages 17 to 26 form part of the financial statements.

All of the activities of the company are classed as continuing.

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL POSITION/BALANCE SHEET
AS AT 31 MARCH 2024**

	Notes	2024 £	2023 £
Fixed Assets			
Tangible Fixed Assets	10	19,476	31,118
Current Assets			
Stock	11	8,035	8,035
Debtors	12	44,296	71,158
Cash At Bank & In Hand		2,956	18,211
		<u>55,287</u>	<u>97,404</u>
Creditors – Amounts Falling Due Within 1 Year	13	(28,967)	(9,384)
Net Current Assets/(Liabilities)		<u>26,320</u>	<u>88,020</u>
Total Net Assets	14	<u>£45,796</u>	<u>£119,138</u>
Represented by:			
Restricted Funds	15	-	7,634
Designated Unrestricted Funds	15	19,476	101,118
General Unrestricted Funds	15	26,320	10,386
		<u>£45,796</u>	<u>£119,138</u>

The notes on pages 17 to 26 form part of the financial statements.

The Trustees are satisfied that for the year ended 31 March 2024 the charity was entitled to exemption under section 477(2) of the Companies Act 2006. The Trustees also confirm that the Members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act,
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved and signed by a Member of the Board of Trustees on 31 January 2025.

Robert Devereux
Trustee
Company Registration Number 05312213

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. Accounting Policies

Basis of Accounting

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'), and with the Companies Act 2006 and the Statement of Recommended Practice (Charities SORP FRS 102) "Accounting and Reporting by Charities" and the Charities Act 2011.

The financial statements have been prepared on the historical cost basis, modified to include certain financial instruments at fair value.

Advantage has been taken of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a statement of cashflows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

Taxation Status

Workplace Foundation is a Charity registered under the 1960 Charities Act and is accorded exemption from liability to taxation on its income under S505 Income and Corporation Taxes Act 1988.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Other income is accounted for when receivable.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. Accounting Policies (Continued)

Operating Leases

The charity classifies the lease of certain types of equipment as operating leases as the title to the equipment remains with the lessor. Rental charges are charged against income on a straight-line basis over the period of the lease.

Tangible Fixed Assets and Depreciation

Depreciation is provided on any fixed assets at rates calculated to write off the assets over their remaining useful lives as follows:

IT, Office & Technical Equipment - 33% per annum straight line

A full year's depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal.

Impairment of Fixed Assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial Instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost where there is a material adjustment.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the trustees for specific purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. Accounting Policies (Continued)

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimation uncertainty included within the financial statements.

Pensions

Workplace Foundation contributes to a defined contribution pension scheme. Further details can be found in Note 8.

For the defined contribution scheme, the amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the Balance Sheet.

2. Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The company law members of the charity are the members of its Board of Trustees.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

3. Income from Grants, Donations & Legacies

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Grant Income				
Arts Council England - Transition Fund	-	62,622	62,622	-
Arts Council England – NPO	-	-	-	107,349
Ashley Foundation	-	-	-	9,395
Esmee Fairbairn Foundation - TASK	-	-	-	10,000
Newcastle Cultural Investment Fund - Emerging Artist Exhibition Programme	-	12,000	12,000	-
	-	74,622	74,622	126,744
Donations & Gift Aid	8,836	-	8,836	30,669
	£8,836	£74,622	£83,458	£157,413

Of the 2023 total of £157,413, £148,018 is attributable to Unrestricted Funds and £9,395 to Restricted Funds.

4. Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Earned Income – Artwork Sales	600	-	600	24,870
Earned Income – Other	2,409	-	2,409	2,472
	£3,009	£-	£3,009	£27,342

The 2023 total of £27,342 is wholly attributable to Unrestricted Funds.

5. Other Income

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Museums & Galleries Exhibition Tax Relief	14,846	-	14,846	7,787
	14,846	£-	14,846	£7,787

The 2023 total of £7,787 is wholly attributable to Unrestricted Funds.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

6. Expenditure on Raising Funds

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Fundraising Consultancy	-	500	500	-
	£-	£500	£500	£-

7. Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Programme Costs				
Artists & Third Party Commission	360	-	360	14,922
Programme, Gallery & Exhibition Costs	2,701	11,156	13,857	32,570
Support Costs				
Salaries & On Costs	24,590	56,669	81,259	94,330
Premises Costs	37,206	11,582	48,788	15,120
Digital Infrastructure	-	2,349	2,349	3,788
Depreciation	11,642	-	11,642	12,270
Administration Costs	14,040	-	14,040	27,857
Governance Costs				
Independent Examiner's Fees	1,080	-	1,080	1,200
Other Accountancy & Payroll Fees	780	-	780	1,800
Legal & Professional Fees	-	-	-	18,000
	£92,399	£81,756	£174,155	£221,857

Of the 2023 total of £221,857, £210,096 is attributable to Unrestricted Funds and £11,761 to Restricted Funds.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

8. Staff Costs & Trustees' Remuneration

	2024	2023
	£	£
Gross Salary Costs	78,360	89,976
Employer's National Insurance	1,211	2,545
Employer's Pension Contributions	1,688	1,809
	£81,259	£94,330

No employee received remuneration of more than £60,000 during the year (2023 - Nil).

The average number of staff employed during the year, calculated as full-time equivalents, was as follows:

	2024	2023
	No.	No.
Artistic Curation and Management	3	4

Pension benefits are provided through a Group Personal Pension Scheme, which is a defined contribution scheme. The assets of the scheme are held separately from those of the company in a separately administered fund. In the year to 31 March 2024 Workplace Foundation made an employer's contribution of 3% of pensionable pay, provided that the employee makes a minimum contribution of 5%.

These amounts are due to be paid over to the scheme on a monthly basis. Contributions of £834 were outstanding at 31 March 2024 (2023: £Nil)

No remuneration has been paid to any Trustees/Directors in the year (2023: Nil), nor were any travel and subsistence expenses reimbursed to Trustees in respect of their attendance at meetings of the charity (2023: £Nil).

9. Net Income/(Expenditure)

	2024	2023
	£	£
Net income/(expenditure) is stated after charging/(crediting):		
Independent Examiner's Fees	1,080	1,200
Independent Examiner – Other Services	480	1,800
Depreciation of owned Fixed Assets	11,642	12,270

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

10. Fixed Assets

	Computer Equipment	Office Equipment	Leasehold Improvements	Total
	£	£	£	£
Cost				
At 1 April 2023	6,519	10,159	47,101	63,779
Additions in year	-	-	-	-
At 31 March 2024	6,519	10,159	47,101	63,779
Accumulated Depreciation				
At 1 April 2023	4,971	8,850	18,840	32,661
Charge for year	1,548	674	9,420	11,642
At 31 March 2024	6,519	9,524	28,260	44,303
Net Book Value				
At 31 March 2024	£-	£635	£18,841	£19,476
At 1 April 2023	£1,548	£1,309	£28,261	£31,118

11. Stocks

	2024	2023
	£	£
Artwork for Resale	8,035	8,035
	£8,035	£8,035

12. Debtors

	2024	2023
	£	£
Trade Debtors	-	12,000
Grant Debtors	6,262	26,837
Other Taxes & Social Security Costs - VAT	8,246	7,096
Other Debtors	5,680	5,255
Workplace Gallery Limited	-	-
Accrued Income	17,911	13,787
Prepayments	6,197	6,183
	£44,296	£71,158

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

13. Creditors – Amounts Falling Due Within 1 Year

	2024	2023
	£	£
Accruals	1,380	1,800
Pension Scheme	834	-
Other Creditors – Workplace Gallery Limited	8,123	191
Other Taxes & Social Security Costs – PAYE/NI	10,346	1,878
Trade Creditors	8,284	5,515
	£28,967	£9,384

14. Analysis of Net Assets between Funds

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
Fixed Assets	19,476	-	19,476	31,118
Stocks	8,035	-	8,035	8,035
Debtors	38,034	6,262	44,296	71,158
Cash at Bank and In Hand	2,956	-	2,956	18,211
Creditors – Amounts Due Within 1 Year	(22,705)	(6,262)	(28,967)	(9,384)
	£45,796	£-	£45,796	£119,138

15. Analysis of Charitable Funds

	Fund at 1 April 2023	Income/Transfers in Year	Resources Expended in Year	Fund at 31 March 2024
	£	£	£	£
Unrestricted Funds				
Charity General Fund	10,386	26,691	(10,757)	26,320
Designated Funds				
Fixed Asset Fund	31,118	-	(11,642)	19,476
Core Reserve Fund	70,000	-	(70,000)	-
Total Unrestricted Funds	111,504	26,691	(92,399)	45,796
Restricted Funds				
Arts Council England – Transition Fund	-	62,622	(62,622)	-
Ashley Family Foundation	7,634	-	(7,634)	-
Newcastle Cultural Investment Funds	-	12,000	(12,000)	-
Total Restricted Funds	7,634	74,622	(82,256)	-
Total Funds	£119,138	£101,313	£(174,655)	£45,796

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Analysis of Charitable Funds (Cont.)

Name of Designated Fund	Description, Nature & Purpose of the Designated Fund
Fixed Asset Fund	To set aside the net book value of fixed assets without continuing restriction, given that such funds are not readily realisable
Core Reserve Fund	To set aside the minimum funds deemed necessary towards the costs of winding up the charity or transitioning to a new business model should the circumstances occur

Name of Restricted Fund	Description, Nature & Purpose of the Restricted Fund
Arts Council England Transition Fund	Towards the establishment of a new business model following ACE disinvestment in Workplace as a National Portfolio Organisation
Ashley Family Foundation	Towards the costs of the West End Women Art Group at Workplace Foundation
Newcastle Cultural Investment Fund	Towards the costs of an Emerging Artist exhibition programme

16. Related Party Transactions

The charity has a close working relationship with Arts Council England which is a registered charity and has provided significant project funding which enables the charity to carry out its charitable objectives. In total, grant funding of £62,622 (2023: £107,349) was received from Arts Council England in the year.

At 31 March 2024, £6,262 was owing to Workplace Foundation from Arts Council England (31 March 2023: £26,837).

In the year to 31 March 2023, the charity paid £1,838 for consultancy services to Counterculture LLP, a company in which Mr Tom Wilcox, a Trustee until his resignation in November 2023, is a Director.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

17. Taxation

The company is a registered charity and no provision is considered necessary for taxation.

18. Financial Commitments

No material financial commitments have been made in respect of future financial periods.

19. Company Limited by Guarantee

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There is currently 1 member of the company (2023 - 1 member).

WORKPLACE FOUNDATION

England & Wales - Charity number 1174379

Accounts

Company Registration No. 05312213

Registered Charity Number 1174379

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)

REPORT AND ACCOUNTS
For the year ending 31 March 2023

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023

The Trustees, who are also Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Name	Workplace Foundation
Charity Registration Number	1174379
Company Registration Number	05312213
Registered Office	12 Blandford Square, Newcastle upon Tyne NE1 4HZ

Trustees

For the purposes of the Companies Act 2006, the Board of Trustees is the Board of Directors of the charitable company and is referred to as the Trustees throughout this report.

The Trustees of Workplace Foundation during the period and to the date of signing this report are as follows:

Mr T Wilcox	Resigned 6 November 2023
Ms J Carlton	
Mr R Devereux	
Mr R Gander	Appointed 6 February 2023
Prof D Hughes	Resigned 6 February 2023
Ms Maria Loh	Appointed 6 February 2023
Ms M Maheshwari	
Mr P Smith	

Independent Examiner	Mr P O'Hara FCA, 26 La Sagesse, Jesmond, Newcastle upon Tyne NE2 3AF
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Documents

Workplace Foundation is a charitable company limited by guarantee, incorporated on 14 December 2004. The company changed its name from Workplace Art Gallery Limited to Workplace Foundation on 15 August 2016 and was registered as a charity on 24 August 2017.

The charity is controlled by its governing document, its Memorandum & Articles of Association, as amended by a special resolution dated 26 July 2016, registered at Companies House on 19 August 2016, and constitutes a limited company, limited by guarantee, as defined by the Companies Act.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2023***

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Governing Documents (Cont.)

The Directors of the company are also Trustees of the charity.

Eligibility for membership of the charity, and membership of the Board of Trustees, is governed by the Articles of Association. There are no restrictions in the governing document on the operation of the charity other than those imposed by general charity law.

OBJECTIVES AND ACTIVITIES

Charitable Purpose

Workplace Foundation's charitable objects are for the public benefit to:

- (1) promote modern and contemporary art by the establishment and maintenance of an art gallery and exhibition spaces in particular but not exclusively in Gateshead, Newcastle and the surrounding region; and
- (2) advance the education and understanding of the public in modern and contemporary art, particularly but not exclusively by:
 - (a) improving public access;
 - (b) developing public appreciation; and
 - (c) facilitating the study and practice of modern and contemporary art.

Vision

Workplace Foundation aims to transform the visual arts in Gateshead and the North of England by presenting outstanding, experimental contemporary art, to the both the region and the world.

Mission

Workplace Foundation is a charity based in the North of England, established in 2016 by Workplace Gallery, an international commercial contemporary art gallery, itself founded in Gateshead in 2002.

Workplace Foundation supports the development of emerging and under-represented artists and local communities through a rigorous and engaging programme of exhibitions and events. We aim to enrich the cultural life of the North of England by creating opportunities for the public to engage with art of exceptional quality, and to create a much larger audience for art through the Foundation's local and international networks.

Workplace Foundation serves the communities of Gateshead and the North of England and aims to contribute to the regional art scene and establish the area as a vital cultural centre within the UK.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2023***

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Strategic Objectives

The charity's strategic objectives are to:

1. Establish a dynamic programme of Workplace Foundation exhibitions, talks and events that improve public access and learning about contemporary art
2. Build a stronger profile for the Foundation and awareness of its work
3. Grow the Foundation's audiences
4. Build city, regional and international partnerships that facilitate the Foundation's work
5. Achieve financial sustainability for the Foundation
6. Secure a long-term home for Workplace Foundation

Ensuring our Work delivers our Aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes.

Structure and Governance

The charity currently has a Board of six non-executive Trustees, which meets a minimum of four times per year. Detailed written Board reports and an agenda are prepared and circulated in advance of meetings.

Recruitment and Appointment of Board of Trustees

Trustees are elected to the Board based on discussions and recommendations offered by Trustees and outside advisors to the organisation, as well as through a range of advertising channels.

In April 2022 we were delighted to welcome Ryan Gander OBE and Maria H. Loh to the Workplace Foundation board. Each are world-leading figures in their respective fields and it is a great honour to welcome them to Workplace Foundation's Board of Trustees; their appointments are demonstrative of the aspiration and reputation of the charity nationally and internationally.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Trustee Induction and Training

New Trustees are inducted by the Chair of the Board and Directors and are provided with a range of resources to support their understanding of Workplace Foundation activities.

In 2017/18 Workplace Foundation implemented a process of significant organisational development and change supported by Counterculture LLP. In August 2017 Workplace Foundation became a registered charity with clear aims and strategic objectives for the future.

Reserves Policy

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to firstly hold a level of unrestricted Reserves which enables the charity to have sufficient financial resources to meet various liabilities which would crystallise if Workplace Foundation's funding were to be withdrawn and/or it were unable to continue operating.

The charity's total Unrestricted Funds at 31 March 2023 were £111,504. The Trustees have previously agreed the designation from Unrestricted Funds of £70,000 as a Designated Core Reserve Fund towards the costs of winding up the charity or transitioning to a new business model should the circumstances occur, and £31,118 being the net book value of fixed assets.

Free Reserves, defined as total Unrestricted Funds less any Designated Funds and the value of Tangible Fixed Assets, are £10,386 at 31 March 2023, thereby providing a small element of additional working capital.

This policy will be reviewed by the Trustees on an annual basis as part of the charity's budgeting processes.

Public Benefit

The Trustees understand and have discussed the implications of the provisions of the Charities Act 2006, which state that all charities must demonstrate that they are established for public benefit, and have had due regard to the public benefit guidance issued by the Charity Commission. The Trustees believe that the charity meets both of the key principles.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023

OBJECTIVES AND ACTIVITIES (Continued)

Public Benefit (Cont.)

Principle 1 - There must be an identifiable benefit, or benefits

The organisation encourages artists to challenge conventions, overturn clichés and contribute to a dialogue within current artistic practice. It aims to nurture and develop talent and to help artists maintain and hone their vision, whilst also enabling them to begin to connect with the international art world in order to develop long term sustainable careers.

The organisation aims to increase engagement of its local audience by focussing on accessibility and creating closer proximity between artist and audience. Examples include talks and programmes run by artists during exhibitions aimed at a broad audience and the production and distribution of online video interviews with artists. The gallery is also developing a reading room developed from the organisation's archives where artists, students and the general public can access periodicals and other educational material.

Principle 2 - Benefit must be to the public, or a section of the public

The organisation has a strong commitment to equality and its programme is made up of artists who come from diverse backgrounds in the local area and from many parts of the UK and beyond. It also aims to increase engagement and facilitate communication between local audiences and artists.

The organisation's core purpose is to develop artists' careers for the public benefit. It supports and promotes the work of artists through exhibitions and associated events, developing opportunities with other galleries and curators, providing critical feedback, space and resources to enable artists to develop their practice and create work of outstanding quality so that the public can benefit by viewing and learning about contemporary visual art.

Workplace Foundation's beneficiaries are therefore entirely appropriate to its aims and the public as a whole benefits from its work.

All of these benefits are clear, evidenced and relate directly to Workplace Foundation's aims. In addition, the Trustees do not consider that any significant detriment or harm flows from Workplace Foundation's work.

Risk Management

The Trustees of the charity regularly review the major governance, operational and financial risks which the charity faces as part of its annual business planning process and confirm that systems have been established to mitigate these risks.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023

OBJECTIVES AND ACTIVITIES (Continued)

Risk Management (Cont.)

Workplace Foundation has a risk management strategy in place which comprises:

- an annual review of the strategic risks the charity may face via the business plan
- the establishment of systems and procedures to mitigate those risks identified
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

The Trustees are satisfied that appropriate financial systems and controls and employment policies and practices are in place.

The Trustees consider the key risks facing the charity at this time and the mitigating actions taken to be as follows:

- Long-term absence/resignation of Directors or Trustees - Workplace Foundation is governed by a group of capable Trustees from a broad skillset. Our Memorandum and Articles state that a quorum is two trustees present in person or by proxy and entitled to vote upon the business to be conducted at the meeting, or one tenth of the total membership at the time whichever is the greater. So we are well served to be able to continue to operate even with a large amount of long term illness and / or resignations.
- Not achieving income targets (trusts and foundations, earned income, individual giving) - Our unsuccessful bid to Arts Council's NPO saw us successfully apply to their 'Transition' funding which has mitigated our funding for the year and will give us the space to reorient our organisation towards a new model that is less dependent on Arts Council England.

The Trustees also manage the general financial risks arising by ensuring that:

- Prudent budgets have been set for the next financial year
- Regular management accounts are provided, showing the performance against budget
- Contingency plans are in place for the actions which would be taken if income appears unlikely to reach its target
- Reserves policies have been adopted which provide an appropriate amount of uncommitted Reserves which will always enable the charity to meet all its liabilities even if income targets are not achieved

Grant Making Policy

The charity does not currently engage in grant-making activity.

The Contribution of Volunteers

The charity does not currently use volunteers to support its activities.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023**

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year

2022/23 saw our team continue to implement our new business plan, which has been fully aligned with Arts Council England's 'Lets Create Strategy', with a particular focus on diversity, inclusivity, sustainability and accessibility. This new outlook is at the core of all our programming and activity, outlined below.

Programme Highlights

Karanjit Panesar: *Parts of Wholes* - 30 April – 9 July 2022 (Preview event: 30 April 2022; Closing Brunch: 9 July 2022)

Parts of Wholes by Leeds based artist Karanjit Panesar comprises film, sculpture, drawing and CG animation concerning ideas of artifice, constructed truth and an interest in the potential of the 'behind the scenes' space.

The exhibition was focused on Panesar's recent film Actor, Container, which uses a narrative device called a 'strange loop'. 'Strange loops' are structures, either narrative or philosophical, that lead the viewer through nested ontological levels, eventually arriving at the starting point. In fiction these loops are often found in stories of time travel and the supernatural, and typically result in narrative paradoxes. Actor, Container explores such a paradox through an endlessly looping format in which the duration of the film is simultaneously negated and stretched to infinity.

Alongside the film were drawings, sculpture and a 3D render that all imply a sense of continuation beyond the frame. The exhibition's title Parts of Wholes references this sense of continuation and alludes to the mechanics of presentation. Notions such as 'on' and 'off', or 'inside' and 'outside' imply a partial view, suggesting a whole that is incomprehensible in its entirety. Through interrogation of these mechanisms, Panesar's work investigates our relationship to larger complex political and economic realities.

Drawing upon philosophical theories, Parts of Wholes was an exploration into ideas of authenticity and agency subject to capitalism, and the relationship between memory, fiction and reality.

Karanjit Panesar is a multimedia artist based in Leeds. He is Co-Founder & Co-Director of East Bristol Contemporary, a member of Serf, Leeds and graduated from UWE Bristol in Art and Visual Culture. Panesar has exhibited nationally including: *Actor, Container*, Two Queens, Leicester; *Strange Loop*, Turf Projects, Croydon; and *THE WAY THINGS ARE*, arebyte Gallery, London. Upcoming projects include: eXRe Commission, Aspex Gallery Portsmouth in association with CCIXR University of Portsmouth.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2023***

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

Saturday drop-in event: Karanjit Panesar - Drawing workshop - 11 June 2022

Karanjit Panesar hosted a drawing workshop suitable for all ages and abilities. The practical workshop explored a variety of observational drawing exercises, as well as offering participants the opportunity to learn about film techniques such as working out the details of an actor's movements in relation to the camera (blocking) and deciding on the placement and movement of the objects in the frame (staging). These activities were then drawn together to think about how imaginary film characters could be drawn.

EMII ALRAI: REVERSE DEFENCE – 30 July – 8 October 2022 (Preview Friday 29 July, 5-9pm)

Reverse Defence by Yorkshire based artist Emii Alrai is an immersive sculptural installation including drawings and ceramics that weaves together diasporic narratives referencing ancient mythology, heritage and post-colonial museum collecting and displays.

Reverse Defence plays with Alrai's ongoing exploration into appropriation and object displays in the western museological system. Her work uses techniques of forgery and mimicry, creating ceramics and sculpture which use everyday materials to refer to artefacts and archaeological digs. Traditional willow weaving techniques have been reimagined in cardboard, whilst straw and plaster have been used to emulate traditional techniques of wattle and daub.

The works bring together multiple narratives to create an installation which positions the viewer as intruder, hunter or voyeur. Using medieval hunting arenas as a starting point, a maze like structure houses sculptures punctured by arrows. Interlacing multiple themes, Alrai references: the etymologies and histories of courting; the coveting of gigantic artefacts held by the British Museum; ancient gravesite constructions; and the melancholic romanticisation of wounds by the Pre-Raphaelites. Through doing so she dictates how the body is led through its journey and references how history has been constructed in a linear format.

Each time one of Alrai's installations is displayed and reconfigured, elements of previous exhibitions begin to deteriorate, adding to the faux archaeological environment, whilst new elements are added. Through this process she creates works that reverse a museological convention of preservation, shedding previous narratives at the same time as imbuing them with memory and autonomy.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

Emii Alrai received her MA in Art Gallery and Museum studies in 2018 and her BA Fine Art in 2016 from Leeds University. Recent solo exhibitions include: *A Core of Scar*, The Hepworth, Wakefield; *The Courtship of Giants*, Eastside Projects, Birmingham; *Deposition Layer*, Threshold Projects, Leeds; and *Passing of the Lilies*, Jerwood Solo Presentations, Jerwood Arts, London. She has participated in residencies including *In Ruins Residency*, Calabria, Italy; *Triangle Astérides Residency*, Marseille, France; and was the Yorkshire Sculpture International Engagement Artist in 2019. She lives and works in Leeds, UK

Saturday drop-in: Clay workshop with Emii Alrai - 10 September, 2-4pm

Emii Alrai hosted a clay workshop suitable for all ages and abilities, sharing a variety of techniques with air dry clay that she uses to make her work.

***In Conversation*: Emii Alrai & Sabrina Henry - 27 September 2022, 6:30-7:30pm**

Continuing our *In Conversation* series, we hosted artist Emii Alrai and Curator and Costume Designer Sabrina Henry, as part of Emii's current exhibition *Reverse Defence*, in conversation about her current exhibition as well as delving in to Emii's wider practice, research and recurring themes.

Exhibition Closing Brunch - 8th October 2022, 12-3pm

***Reverse Defence* Exhibition Walk-Through - Every Wednesday 2-2:30pm**

WF's knowledgeable Front of House Assistants led an informal exhibition walkthrough, providing an opportunity to find out more about the exhibition as well as gaining insight into the artworks on display.

Works from this exhibition were purchased by Leeds City Art Gallery with the support of the Henry Moore Foundation and Contemporary Arts Society

The exhibition was reviewed by Art Monthly.

Over 65s coffee morning - Every Thursday 12-1pm

Coffee, tea and biscuits in a welcoming, quiet and safe space.

Family friendly session - Every Friday 3-4pm

An opportunity for the public to delve into our archive of artist workshop activities packed full of free creative tasks for all ages.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

Companion - 29 October 2022 - 14 January 2023

Companion was the first in an ongoing series of exhibitions inviting curators to look at Workplace Foundation's continued relationships with artists.

Companion explored ways of capturing how artists describe their work and the connections made when works sit in companionship with one another. The exhibition was curated by Newcastle-based Curator and Researcher Gayle Meikle.

Companion included recent works by Tayo Adekunle, Catherine Bertola and Claire Dorsett spanning photography, painting and installation. Sonic elements throughout the exhibition shared conversations and experiences held between each artist and Meikle on how they describe and view their works. The audio conversations or sounds acted as a companion for the works in the exhibition, shifting the focus from a purely visual experience to a more aural and embodied interaction with the works.

The exhibition title draws on ideas of association between artists, the companionship of showing in the same space and the associations the audience draw when encountering a display of art.

Tayo Adekunle is a British Nigerian photographer, from Yorkshire based in London. Working predominantly with self-portraiture, she explores issues of race gender and sexuality whilst investigating racial and colonial history. Recent exhibitions include *Tales from an Absent Truth*, Studio Chapple, London (solo), *Un/sense*, Christie's, London, *Tayo Adekunle*, Workplace Foundation, Online, *Mis(sing) Information*, Perth Gallery and Museum, Perth, *COUP DE FOUDRE*, Insurgency Gallery and Five Years, Online; and *Hysterical*, no format Gallery, London. She completed her BA (Hons) in Photography at Edinburgh College of Art in 2020. She has completed a mirco-residency with Hospitalfield, Arbroath, has work in the University of Edinburgh Art Collection and has been featured in publications including the British Journal of Photography and No! Wahala Magazine.

Catherine Bertola is an artist working across installation, sculpture, drawing and film, giving voice to untold narratives, often drawing on the overlooked and undervalued role of women in society, the home, craft production and labour. Her work has been exhibited nationally and internationally including Leeds Museum and Galleries, Leeds; V&A Museum, London; M+R Fricke, Berlin; and Museum of Art and Design, New York. She received her BA in Fine Art from Newcastle University in 1999 and lives and works in Newcastle and Gateshead.

**WORKPLACE FOUNDATION
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For the year ended 31 March 2023**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

Claire Dorsett works in painting and takes inspiration from notes and casual, seemingly insignificant things. Her work has been exhibited nationally and internationally. Recent exhibitions include *Fayre Share Fayre*, Whitworth Art Gallery, Manchester; *Food for Thought*, Oceans Apart, Salford; *Claire Dorsett*, Workplace Foundation, Gateshead; *FRONT*, STOCK Gallery, Manchester; and *Dark Matter*, Workplace Foundation, Newcastle. She graduated with a BA in Fine Art Painting at The University of Brighton in 2007 and from MFA Painting at The Slade School of Fine Art in 2010. She lives and works in Merseyside and Manchester.

Gayle Meikle is a Curator, Researcher and Lecturer. Her curatorial practice creates discursive and experimental spaces for presenting art driven by the enquiry of two questions: 'What happens when we make art public?' and, 'What is the curatorial role in this encounter?'. She has an ongoing collaborative practice with Alexandra Ross ('A Polyphonic Essay on...') and Harriet Sutcliffe ('Undutiful Spirit') and has recently published 'The Commonplace Book of ATLAS' with Emma Nicolson (2021). Increasingly, archives and collections have become an essential aspect of her work, recently working with the European Women's Video Art Archive (2017), Cinenova (2019) and BAL TIC Centre for Contemporary Art Archive (2022). In early 2021 she was awarded a PhD from the BxNU Institute, Northumbria University. Since 2019 she has worked for Newcastle University and currently teaches Contemporary Art Curation in the School of Arts and Culture.

Grants

2022/23 saw us re-apply to be part of Arts Council England's National Portfolio of Organisations. Following a period of evaluation and recalibration after Covid 19, and our move to a new location, we substantially refocused our activities, taking into account Arts Council England's 'Let's Create' and Investment Principles.

Building upon a track record of excellence, Workplace Foundation proposed a dynamic and inclusive programme, formulated around our core objectives of supporting emerging and underrepresented artists to make a step change in their practice; overcome the barriers to success as outlined through our contribution to the Creative Case for Diversity; and support the potential for their engagement with a wider national and international art world.

We significantly improved our Environmental Policy, Acessibility objectives and safeguarding. We included a request for an uplift due to our commitment to working in areas described as 'levelling up', and we proposed collaborations with Rotherham and Iniva. Our application was fully supported by our Board of Trustees.

Unfortunately unsuccessful in securing a new period of NPO funding, we were invited to apply for Transition Funding, to provide a 7 month period of restructuring for the organisation for the following financial year.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2023***

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

Transition Funding

We put together a clear programme for a period of restructuring of the organisation, that was successful in securing a further £87k of funding for 23/24. The programme outlined a period of transition that would explore and evaluate:

- sharing our gallery spaces with our sibling organisation, Workplace Gallery Ltd, to programme our Newcastle spaces with internationally significant artist exhibitions and transition towards covering costs. Alongside completing 3 x planned WF exhibitions of emerging and underrepresented artists for which we have already received funding.
- WF will pivot towards a program of audience development, community engagement, and educational activity, with a focus on our library and communal space. We have created a welcoming and accessible space that includes a library, a communal space and kitchen, and accessible facilities, and will continue to run a program of events and activities from these spaces.
- The senior management team at WF will be retained under this model and will transition to being employed by both WF and WG on a pro-rata basis. Any audience development and community engagement activity will be funded through charitable giving and trusts and foundations.
- This hybrid way of working is complementary to both the charity and the commercial gallery, and allows each organisation to bring their unique knowledge to continue this ambitious and significant arts space in the North of England.

Equality, Diversity, Inclusion (EDI) and Investment Principles

Arts Council England have reshaped the structure of their investment and as such there are 4 Investment Principles (Dynamism, Inclusivity & Relevance, Environmental Responsibility, Ambition & Quality) outlined in Let's Create their vision for the future of creativity and culture until 2030.

Sub-Committees have been established for the respective Investment Principles led by specific Board Members and each are reported on as agenda items at quarterly Board meetings.

- Environmental Responsibility - Robert Devereux
- Ambition & Quality – Maitreyi Maheshwari
- Inclusivity & Relevance – Dean Hughes and Paul Smith
- Dynamism – Tom Wilcox.

An Equality Diversity and Inclusion Sub-Committee continues to convene with Miles Thurlow, Clare Gomez, Judith Carlton and Maitreyi Maheswari. All other sub-committees are also attended by Miles Thurlow and Clare Gomez.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
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For the year ended 31 March 2023

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.)

In 22/23 we were awarded Active Membership status by Gallery Climate Coalition. Active Member status is awarded to GCC members who can demonstrate that they or their organisation has implemented environmental sustainability best practice in line with GCC guidance, via three simple criteria:

1. Completed a CO₂e report or audit for a 12 month period, within the last two years.
2. Established and maintained a Green Team.
3. Published an Environmental Responsibility Statement.

In 2022/23 10% of Gallery Climate Coalition's 900 strong membership were awarded Active Membership.

During 2022/23 we continued using majority sustainable materials and working with sustainable organisations, cutting the use of plastic and buying only recycled where possible. We also increased our levels of recycling available onsite.

During this period our commitment to improving diversity and accessibility was paramount. We created a quarterly accessibility audit and report to board and an audit of diversity and skills of our board and staff. Our Safeguarding Policy and Staff Handbook was updated, and training for staff for EDI was completed.

Talks were recorded to make them accessible for a wider audience, and if requested we could provide BSL. All talks were also transcribed, videoed and exhibition previews and guides, and activity sheets were available in large print.

Our activity included weekend brunch previews as well as evening previews to provide accessibility to families.

We reviewed building accessibility and adaptations included a drop kerb to the entrance.

We always ask pronouns and include them in our signatures and use 'they' until told otherwise and have gender neutral toilets.

Financial Review

The out-turn for the year is an unrestricted deficit of £(26,949) (2022: deficit £1,909). The deficit will be deducted from Unrestricted Reserves, leaving a balance on Unrestricted Funds at 31 March 2023 of £111,504.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023

PLANS FOR FUTURE PERIODS

The loss of our NPO funding from Arts Council England has prompted a major ongoing review of the organisation. To mitigate against this financially we have applied to, and have been successful in securing, Transition Funding from ACE. Our staff and Trustees have invested heavily in our new business plan, which includes a focus on diversity, accessibility, as well as support for artists and our position as a leading contemporary art gallery in the North of England.

In order to maintain our building and activity, we will explore sharing our gallery spaces with our sibling organisation, Workplace Gallery Ltd, which will program our Newcastle spaces with internationally significant artist exhibitions and transition towards covering costs.

Alongside completing 3 x Workplace Foundation planned exhibitions of emerging and underrepresented artists that we have already received funding for, Workplace Foundation will pivot towards a programme of audience development, community engagement, and educational activity, with a focus on our library and communal space. We have created a welcoming and accessible space that includes a library, a communal space and kitchen, and accessible facilities, and will seek to continue to run a programme of events and activities from these spaces.

The Senior Management Team at Workplace Foundation will be retained under this model and will transition to being employed by both WF and WG on a pro-rata basis. Any audience development and community engagement activity will be funded through charitable giving and trusts and foundations.

This hybrid way of working is complementary to both the charity and the commercial gallery and allows each organisation to bring their unique knowledge to continue this ambitious and significant arts space in the North of England.

Workplace Foundation has a number of financial commitments that it needs to honour between April and October 2023, for which it needs to keep the Workplace Foundation Senior Management Team in place and keep the building open.

This includes:

1. Exhibition Programme, funded by Newcastle Cultural Investment Fund, which covers three solo exhibitions each for an emerging and under-represented artist based in the North of England. The funding will cover each exhibition artist's fee, transport, production and exhibition installation costs and freelancers throughout each exhibition who are skilled in their specialisms of documentation, videography, transport and technical installation. Alongside each exhibition it includes funds for a preview and closing brunch.
2. The West End Women's Art Group , funded by The Ashley Foundation, and is committed to holding weekly meetings at Workplace Foundation during this period. WEWAG supports vulnerable and socially isolated women from the West End of Newcastle and beyond, with support from the Intensive Family Support Unit, through a carefully programmed series of art workshops and family activities. The project is developed and delivered by freelance practitioners.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2023

PLANS FOR FUTURE PERIODS (CONTINUED)

3. Library - The African Arts Trust has donated £10k towards the fit out and stocking of the library, alongside generous donations of books from Doris Saatchi, George Vasey and Elinor Morgan. This will be the first publicly accessible specialist contemporary art library in Newcastle, and will be a focus of audience and community activity. This is currently being built by a freelance designer/maker.

4. Communal Area-Esmee Fairbairn Foundation have given a donation of £10k towards the fitout of our communal area, to include a kitchenette and seating which will increase the dwell time of visitors and also enables the provision of workshops and educational activity. All work is being carried out by a team of freelance designer/makers.

Workplace Foundation will use the transition funding to move towards this new operating and funding model in a managed and orderly manner. The funding period for this proposal is seven months, running from 1 April 2023 to 31 October 31 2023. We are applying for costs for staff and keep the building open throughout this period. This will enable the Foundation to fulfil its existing commitments outlined above.

We are applying for fundraising support and consultancy to support the future programme of educational and community activity delivered by WF. For us to increase our success with Trusts and Charitable giving, it is imperative that we employ expertise in this area, and can increase our knowledge and understanding of fundraising. Alongside this, our Senior Management Team will continue to bring in Patron Support and donations, through our relationships fostered by Workplace Gallery.

Costs towards travel and training of Senior Management team to enable them to transition to a commercial model includes regular time spent at Workplace Gallery in London to work with the Director and to understand all aspects of the commercial Gallery; travel to and participation in Art Fairs to be trained in the processes of international sales and to build relationships with international galleries; travel to artists studios to build the Newcastle Programme, this will also contribute to knowledge transfer within the region from our Co-Founder.

This vital support from Arts Council through the Transition fund will enable us to retain our diverse and dynamic workforce, the outstanding and diverse board of internationally active trustees that we have built around Workplace Foundation, and importantly, will enable us to retain a significant and nationally valued art space in the region that Arts Council have invested in so consistently to this point. This funding will enable Workplace Foundation to continue and mitigate against a significant loss to the regional and national cultural infrastructure whilst enabling our transition to a dynamic new model of organisation.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2023***

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Workplace Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees

**Ms J Carlton
Trustee
Company Registration Number 05312213**

25 January 2024

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF WORKPLACE FOUNDATION LIMITED YEAR ENDED 31 MARCH 2023

I hereby report to the Trustees/Members of Workplace Foundation (Charity Registration Number 1174379) on the accounts for the year ended 31 March 2023 set out on pages 19 to 30.

Responsibilities and basis of report

As the charity's Trustees (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 accounts 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 confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods or principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

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 accounts to be reached.

Pete O'Hara, FCA, Chartered Accountant
Fellow of the Institute of Chartered Accountants in England & Wales
26 La Sagesse, Jesmond, Newcastle upon Tyne NE2 3AF

25 January 2024

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income					
Income from Investments	3	-	-	-	30
Income from Grants, Donations & Legacies	4	148,018	9,395	157,413	227,976
Income from Charitable Activities	5	27,342	-	27,342	2,850
Other Income	6	7,787	-	7,787	9,053
Total Income		183,147	9,395	192,542	239,909
Expenditure					
Expenditure on Charitable Activities	7	210,096	11,761	221,857	231,818
Total Expenditure		210,096	11,761	221,857	231,818
Net Income/(Expenditure)	8	(26,949)	(2,366)	(29,315)	8,091
Balance brought forward at 1 April		138,453	10,000	148,453	140,362
Balance carried forward at 31 March	14	£111,504	£7,634	£119,138	£148,453

The notes on pages 21 to 30 form part of the financial statements.

All of the activities of the company are classed as continuing.

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL POSITION/BALANCE SHEET
AS AT 31 MARCH 2023**

	Notes	2023 £	2022 £
Fixed Assets			
Tangible Fixed Assets	10	31,118	42,330
Current Assets			
Stock	11	8,035	8,035
Debtors	12	71,158	111,009
Cash At Bank & In Hand		18,211	33,892
		<hr/> 97,404	<hr/> 152,936
Creditors – Amounts Falling Due Within 1 Year	13	(9,384)	(46,813)
Net Current Assets/(Liabilities)		<hr/> 88,020	<hr/> 106,123
Total Net Assets	14	<hr/> £119,138	<hr/> £148,453
Represented by:			
Restricted Funds	15	7,634	10,000
Designated Unrestricted Funds	15	101,118	112,330
General Unrestricted Funds	15	10,386	26,123
		<hr/> £119,138	<hr/> £148,453

The notes on pages 21 to 30 form part of the financial statements.

The Trustees are satisfied that for the year ended 31 March 2023 the charity was entitled to exemption under section 477(2) of the Companies Act 2006. The Trustees also confirm that the Members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act,
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved and signed by a Member of the Board of Trustees on 24 January 2024.

**Ms J Carlton
Trustee
Company Registration Number 05312213**

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. Accounting Policies

Basis of Accounting

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'), and with the Companies Act 2006 and the Statement of Recommended Practice (Charities SORP FRS 102) "Accounting and Reporting by Charities" and the Charities Act 2011.

The financial statements have been prepared on the historical cost basis, modified to include certain financial instruments at fair value.

Advantage has been taken of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a statement of cashflows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

Taxation Status

Workplace Foundation is a Charity registered under the 1960 Charities Act and is accorded exemption from liability to taxation on its income under S505 Income and Corporation Taxes Act 1988.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Other income is accounted for when receivable.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

1. Accounting Policies (Continued)

Operating Leases

The charity classifies the lease of certain types of equipment as operating leases as the title to the equipment remains with the lessor. Rental charges are charged against income on a straight-line basis over the period of the lease.

Tangible Fixed Assets and Depreciation

Depreciation is provided on any fixed assets at rates calculated to write off the assets over their remaining useful lives as follows:

IT, Office & Technical Equipment - 33% per annum straight line

A full year's depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal.

Impairment of Fixed Assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial Instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost where there is a material adjustment.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the trustees for specific purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1. Accounting Policies (Continued)

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimation uncertainty included within the financial statements.

Pensions

Workplace Foundation contributes to a defined contribution pension scheme. Further details can be found in Note 8.

For the defined contribution scheme, the amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the Balance Sheet.

2. Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The company law members of the charity are the members of its Board of Trustees.

3. Income from Investments

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Bank Interest Receivable	-	-	-	30
	£-	£-	£-	£30

The 2022 total of £30 is wholly attributable to Unrestricted Funds.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

4. Income from Grants, Donations & Legacies

	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
Grant Income				
African Arts Trust	-	-	-	10,000
Arts Council England - Cultural Recovery Fund	-	-	-	75,000
Arts Council England – NPO	107,349	-	107,349	107,349
Arts Council England - Emergency Fund				
Ashley Foundation	-	9,395	9,395	-
Esmee Fairbairn Foundation - TASK	10,000	-	10,000	-
Gateshead Council - COVID-19	-	-	-	12,000
Newcastle City Council - Omicron	-	-	-	4,000
	117,349	9,395	126,744	208,349
Donations & Gift Aid	30,669	-	30,669	19,627
	£148,018	£9,395	£157,413	£227,976

Of the 2022 total of £227,976, £217,976 is attributable to Unrestricted Funds and £10,000 to Restricted Funds.

5. Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
Earned Income – Artwork Sales	24,870	-	24,870	1,850
Earned Income – Other	2,472	-	2,472	1,000
	£27,342	£-	£27,342	£2,850

The 2022 total of £2,850 is wholly attributable to Unrestricted Funds.

6. Other Income

	Unrestricted Funds £	Restricted Funds £	2023 £	2022 £
Museums & Galleries Exhibition Tax Relief	7,787	-	7,787	2,053
Legal Settlement	-	-		7,000
	£7,787	£-	£7,787	£9,053

The 2022 total of £9,053 is wholly attributable to Unrestricted Funds.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

7. Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	2023	2022
	£	£	£	£
Programme Costs				
Artists & Third Party Commission	14,922	-	14,922	927
Programme, Gallery & Exhibition Costs	30,809	1,761	32,570	20,739
Support Costs				
Salaries & On Costs	94,330	-	94,330	91,705
Premises Costs	5,120	10,000	15,120	36,761
Digital Infrastructure	3,788	-	3,788	4,531
Administration Costs	40,127	-	40,127	49,376
Governance Costs				
Independent Examiner's Fees	1,200	-	1,200	1,200
Other Accountancy Fees	1,800	-	1,800	1,800
Legal & Professional Fees	18,000	-	18,000	24,779
	£210,096	£11,761	£221,857	£231,818

The 2022 total of £231,818 is wholly attributable to Unrestricted Funds.

8. Staff Costs & Trustees' Remuneration

	2023	2022
	£	£
Gross Salary Costs	89,976	86,969
Employer's National Insurance	2,545	3,031
Employer's Pension Contributions	1,809	1,705
	£94,330	£91,705

No employee received remuneration of more than £60,000 during the year (2022 - Nil).

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

8. Staff Costs & Trustees' Remuneration (Cont.)

The average number of staff employed during the year, calculated as full-time equivalents, was as follows:

	2023	2022
	No.	No.
Artistic Curation and Management	4	4

Pension benefits are provided through a Group Personal Pension Scheme, which is a defined contribution scheme. The assets of the scheme are held separately from those of the company in a separately administered fund. In the year to 31 March 2023 Workplace Foundation made an employer's contribution of 3% of pensionable pay, provided that the employee makes a minimum contribution of 5%.

These amounts are due to be paid over to the scheme on a monthly basis. No contributions were outstanding at 31 March 2023 (2022: £110)

No remuneration has been paid to any Trustees/Directors in the year (2022: Nil), nor were any travel and subsistence expenses were reimbursed to Trustees in respect of their attendance at meetings of the charity (2022: £Nil).

9. Net Income/(Expenditure)

	2023	2022
	£	£
Net income/(expenditure) is stated after charging/(crediting):		
Independent Examiner's Fees	1,200	1,200
Independent Examiner – Other Services	1,800	1,800
Depreciation of owned Fixed Assets	12,270	12,058

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

10. Fixed Assets

	Computer Equipment £	Office Equipment £	Leasehold Improvements £	Total £
Cost				
At 1 April 2022	18,885	9,101	47,101	75,087
Additions in year	-	1,058	-	1,058
Disposals	(12,366)	-	-	(12,366)
At 31 March 2023	6,519	10,159	47,101	63,779
Accumulated Depreciation				
At 1 April 2022	15,164	8,173	9,420	32,757
Charge for year	2,173	677	9,420	12,270
Disposals	(12,366)	-	-	(12,366)
At 31 March 2023	4,971	8,850	18,840	32,661
Net Book Value				
At 31 March 2023	£1,548	£1,309	£28,261	£31,118
At 1 April 2022	£3,721	£928	£37,681	£42,330

11. Stocks

	2023 £	2022 £
Artwork for Resale	8,035	8,035
	£8,035	£8,035

12. Debtors

	2023 £	2022 £
Trade Debtors	12,000	17,190
Grant Debtors	26,837	75,000
Other Taxes & Social Security Costs	7,096	3,416
Other Debtors	5,255	6,263
Workplace Gallery Limited	-	350
Accrued Income	13,787	2,000
Prepayments	6,183	6,790
	£71,158	£111,009

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

13. Creditors – Amounts Falling Due Within 1 Year

	2023	2022
	£	£
Accruals	1,800	12,100
Credit Card Account	-	1,617
Pension Scheme	-	110
Other Creditors – Workplace Gallery Limited	191	-
Other Taxes & Social Security Costs	1,878	6,285
Trade Creditors	5,515	26,701
	£9,384	£46,813

14. Analysis of Net Assets between Funds

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2023	2022
	£	£	£	£
Fixed Assets	31,118	-	31,118	42,330
Stocks	8,035	-	8,035	8,035
Debtors	71,158	-	71,158	111,009
Cash at Bank and In Hand	10,577	7,634	18,211	33,892
Creditors – Amounts Due Within 1 Year	(9,384)	-	(9,384)	(46,813)
	£111,504	£7,634	£119,138	£148,453

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

15. Analysis of Charitable Funds

	Fund at 1 April 2022	Income/ Transfers in Year	Resources Expended in Year	Fund at 31 March 2023
	£	£	£	£
Unrestricted Funds				
Charity General Fund	26,123	183,147	(198,884)	10,386
Designated Funds				
Fixed Asset Fund	42,330	-	(11,212)	31,118
Core Reserve Fund	70,000	-	-	70,000
Total Unrestricted Funds	138,453	183,147	(210,096)	111,504
Restricted Funds				
African Arts Trust	10,000	-	(10,000)	-
Ashley Family Foundation	-	9,395	(1,761)	7,634
Total Restricted Funds	10,000	9,395	(11,761)	7,634
Total Funds	£148,453	£192,542	£(221,857)	£119,138

Name of Designated Fund	Description, Nature & Purpose of the Designated Fund
Business Interruption Fund	To address the perceived risk relating to premises and also against future unforeseen events
Fixed Asset Fund	To set aside the net book value of fixed assets without continuing restriction, given that such funds are not readily realisable
Core Reserve Fund	To set aside the minimum funds deemed necessary towards the costs of winding up the charity or transitioning to a new business model should the circumstances occur
Name of Restricted Fund	Description, Nature & Purpose of the Restricted Fund
African Arts Trust	Towards the establishment of a library
Ashley Family Foundation	Towards the costs of the West End Women Art Group at Workplace Foundation

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

16. Related Party Transactions

The charity has a close working relationship with Arts Council England which is a registered charity and has provided significant project funding which enables the charity to carry out its charitable objectives. In total, grant funding of £107,349 (2022: £182,349) was received from Arts Council England in the year.

At 31 March 2023, £26,837 was owing to Workplace Foundation from Arts Council England (31 March 2022: £75,000).

In the year to 31 March 2023, the charity paid £1,838 for consultancy services to Counterculture LLP, a company in which Mr Tom Wilcox, a Trustee until his resignation in November 2023, is a Director.

17. Taxation

The company is a registered charity and no provision is considered necessary for taxation.

18. Financial Commitments

No material financial commitments have been made in respect of future financial periods.

19. Company Limited by Guarantee

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There is currently 1 member of the company (2022 - 1 member).

WORKPLACE FOUNDATION

England & Wales - Charity number 1174379

Accounts

Company Registration No. 05312213

Registered Charity Number 1174379

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)

REPORT AND ACCOUNTS
For the year ending 31 March 2022

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2022***

The Trustees, who are also Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Name	Workplace Foundation
Charity Registration Number	1174379
Company Registration Number	05312213
Registered Office	12 Blandford Square, Newcastle upon Tyne NE1 4HZ

Trustees

For the purposes of the Companies Act 2006, the Board of Trustees is the Board of Directors of the charitable company and is referred to as the Trustees throughout this report.

The Trustees of Workplace Foundation during the period and to the date of signing this report are as follows:

Mr T Wilcox (Chair)
Ms J Carlton
Mr R Devereux
Prof D Hughes
Ms M Maheshwari
Mr P Smith

Independent Examiner	Mr P O'Hara FCA, 4 Stoneyhurst Road West, Gosforth, Newcastle upon Tyne NE3 1PG
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Documents

Workplace Foundation is a charitable company limited by guarantee, incorporated on 14 December 2004. The company changed its name from Workplace Art Gallery Limited to Workplace Foundation on 15 August 2016 and was registered as a charity on 24 August 2017.

The charity is controlled by its governing document, its Memorandum & Articles of Association, as amended by a special resolution dated 26 July 2016, registered at Companies House on 19 August 2016, and constitutes a limited company, limited by guarantee, as defined by the Companies Act.

The Directors of the company are also Trustees of the charity.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2022***

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Governing Documents (Cont.)

Eligibility for membership of the charity, and membership of the Board of Trustees, is governed by the Articles of Association. There are no restrictions in the governing document on the operation of the charity other than those imposed by general charity law.

OBJECTIVES AND ACTIVITIES

Charitable Purpose

Workplace Foundation's charitable objects are for the public benefit to:

- (1) promote modern and contemporary art by the establishment and maintenance of an art gallery and exhibition spaces in particular but not exclusively in Gateshead, Newcastle and the surrounding region; and
- (2) advance the education and understanding of the public in modern and contemporary art, particularly but not exclusively by:
 - (a) improving public access;
 - (b) developing public appreciation; and
 - (c) facilitating the study and practice of modern and contemporary art.

Vision

Workplace Foundation aims to transform the visual arts in Gateshead and the North of England by presenting outstanding, experimental contemporary art, to the both the region and the world.

Mission

Workplace Foundation is a charity based in the North of England, established in 2016 by Workplace Gallery, an international commercial contemporary art gallery, itself founded in Gateshead in 2002.

Workplace Foundation supports the development of emerging and under-represented artists and local communities through a rigorous and engaging programme of exhibitions and events. We aim to enrich the cultural life of the North of England by creating opportunities for the public to engage with art of exceptional quality, and to create a much larger audience for art through the Foundation's local and international networks.

Workplace Foundation serves the communities of Gateshead and the North of England and aims to contribute to the regional art scene and establish the area as a vital cultural centre within the UK.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2022***

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Strategic Objectives

The charity's strategic objectives are to:

1. Establish a dynamic programme of Workplace Foundation exhibitions, talks and events that improve public access and learning about contemporary art
2. Build a stronger profile for the Foundation and awareness of its work
3. Grow the Foundation's audiences
4. Build city, regional and international partnerships that facilitate the Foundation's work
5. Achieve financial sustainability for the Foundation
6. Secure a long-term home for Workplace Foundation

Ensuring our Work delivers our Aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes.

Structure and Governance

The charity currently has a Board of 6 non-executive Trustees, which meets a minimum of four times per year. Detailed written Board reports and an agenda are prepared and circulated in advance of meetings.

Recruitment and Appointment of Board of Trustees

Trustees are elected to the Board based on discussions and recommendations offered by Trustees and outside advisors to the organisation, as well as through a range of advertising channels.

Trustee Induction and Training

New Trustees are inducted by the Chair of the Board and Directors and are provided with a range of resources to support their understanding of Workplace Foundation activities.

In 2017/18 Workplace Foundation continued to implement a process of significant organisational development and change supported by Counterculture LLP. In August 2017 Workplace Foundation became a registered charity with clear aims and strategic objectives for the future.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Reserves Policy

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to firstly hold a level of unrestricted Reserves which enables the charity to have sufficient financial resources to meet various liabilities which would crystallise if Workplace Foundation's funding were to be withdrawn and/or it were unable to continue operating.

The charity's total Unrestricted Funds at 31 March 2022 were £138,453. The Trustees have agreed the designation of £112,330 from Unrestricted Funds: £70,000 as a Designated Core Reserve Fund towards the costs of winding up the charity or transitioning to a new business model should the circumstances occur, and £42,330 being the net book value of fixed assets.

Free Reserves, defined as total Unrestricted Funds less any Designated Funds and the value of Tangible Fixed Assets, are £26,123 at 31 March 2022, thereby providing a small element of working capital.

This policy will be reviewed by the Trustees on an annual basis as part of the charity's budgeting processes.

Public Benefit

The Trustees understand and have discussed the implications of the provisions of the Charities Act 2006, which state that all charities must demonstrate that they are established for public benefit, and have had due regard to the public benefit guidance issued by the Charity Commission. The Trustees believe that the charity meets both of the key principles.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2022***

OBJECTIVES AND ACTIVITIES (Continued)

Public Benefit (Cont.)

Principle 1 - There must be an identifiable benefit, or benefits

The organisation encourages artists to challenge conventions, overturn clichés and contribute to a dialogue within current artistic practice. It aims to nurture and develop talent and to help artists maintain and hone their vision, whilst also enabling them to begin to connect with the international art world in order to develop long term sustainable careers.

The organisation aims to increase engagement of its local audience by focussing on accessibility and creating closer proximity between artist and audience. Examples include talks and programmes run by artists during exhibitions aimed at a broad audience and the production and distribution of online video interviews with artists. The gallery is also developing a reading room developed from the organisation's archives where artists, students and the general public can access periodicals and other educational material.

Principle 2 - Benefit must be to the public, or a section of the public

The organisation has a strong commitment to equality and its programme is made up of artists who come from diverse backgrounds in the local area and from many parts of the UK and beyond. It also aims to increase engagement and facilitate communication between local audiences and artists.

The organisation's core purpose is to develop artists' careers for the public benefit. It supports and promotes the work of artists through exhibitions and associated events, developing opportunities with other galleries and curators, providing critical feedback, space and resources to enable artists to develop their practice and create work of outstanding quality so that the public can benefit by viewing and learning about contemporary visual art.

Workplace Foundation's beneficiaries are therefore entirely appropriate to its aims and the public as a whole benefits from its work.

All of these benefits are clear, evidenced and relate directly to Workplace Foundation's aims. In addition, the Trustees do not consider that any significant detriment or harm flows from Workplace Foundation's work.

Risk Management

The Trustees of the charity regularly review the major governance, operational and financial risks which the charity faces as part of its annual business planning process and confirm that systems have been established to mitigate these risks.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2022***

OBJECTIVES AND ACTIVITIES (Continued)

Risk Management (Cont.)

Workplace Foundation has a risk management strategy in place which comprises:

- an annual review of the strategic risks the charity may face via the business plan
- the establishment of systems and procedures to mitigate those risks identified
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

The Trustees are satisfied that appropriate financial systems and controls and employment policies and practices are in place.

The Trustees consider the key risks facing the charity at this time and the mitigating actions taken to be as follows:

- Long-term absence/resignation of Directors or Trustees:
- Not achieving income targets (trusts and foundations, earned income, individual giving):

The Trustees also manage the general financial risks arising by ensuring that:

- Prudent budgets have been set for the next financial year
- Regular management accounts are provided, showing the performance against budget
- Contingency plans are in place for the actions which would be taken if income appears unlikely to reach its target
- Reserves policies have been adopted which provide an appropriate amount of uncommitted Reserves which will always enable the charity to meet all its liabilities even if income targets are not achieved

Grant Making Policy

The charity does not currently engage in grant-making activity.

The Contribution of Volunteers

The charity does not currently use volunteers to support its activities.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2022***

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year

Coronavirus

Coronavirus continued to dominate the entire financial year for Workplace Foundation and, due to the combination of various national lockdowns, local restrictions, and the building issues outlined below, meant that we were unable to operate as normal throughout the first 6 months of the year.

The disruption of Covid also had a major impact on our ability to secure philanthropic giving as well as sales revenue which were both reduced entirely in the first 6 months of the year, though the financial impact of this was mitigated by increased Patron recruitment in the second half of the year as well as the various Government support grants for the Hospitality and Leisure sector throughout the year and a successful bid to the DCMS Cultural Recovery Fund.

19-21 West Street legal dispute with Malhotra Group

A significant impact on Workplace Foundation was the theft of the lead from the roof of the gallery in September 2020, which was subsequently flooded throughout all 3 floors of the building due to water ingress, creating significant damage and disrepair and rendering the building dangerous and uninhabitable.

The subsequent failure by the landlord to repair and restore the fabric of the building led to Workplace Foundation refusing to sign a new lease and moving out of the premises on 26 March 2021.

Following this, the landlord asserted that our previous lease had not been completed properly and therefore we had entered into an annualized lease and were liable for a full year's rent, and also put forward a dilapidations claim against Workplace Foundation despite having not fully repaired the building. Because of this we sought legal representation from Muckle LLP and took further legal counsel from Zia Bhaloo QC from Landmark Chambers who, in her written opinion, on the case robustly dismissed the arguments of Malhotra Group.

At the time of signing these accounts we have agreed to settle rather than continue with prolonged legal action.

12 Blandford Square

During the period of legal activity with the Malhotra group, Workplace Foundation was able to identify new premises in Blandford Square, Newcastle, and in May 2021 began the fit out of the space to include two exhibition spaces, a library and a communal area.

Centrally located in Blandford Square, Newcastle, the gallery is in close proximity to Central Station and public transport links. This 1,800sq/ft ground floor shopfront space is fully accessible and fitted out with sustainable materials. The Foundation announced its new venue in July 2021, with its new programme launching in September 2021.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
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ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

Recent Appointments

In April 2021, Co-Founder and CEO Miles Thurlow and General Manager, Max Lee, were joined by Assistant Director Clare Gomez.

Clare joined Workplace Foundation from the Hepworth Wakefield where she was Collection and Exhibitions Registrar; previous to this Claire was Studio and Programme Co-ordinator at the New Bridge Project, Newcastle Gateshead.

In September 2021 we recruited 2 new Front of House staff to help us with visitor management.

The team has worked together very successfully in 21/22 and the increased capacity enabled us to successfully move from The Old Post Office and build out the new gallery space.

Alongside this, the team developed of a new business plan, fully aligned with Arts Council England's 'Lets Create Strategy', with a particular focus on diversity, inclusivity, sustainability and accessibility.

This new outlook is at the core of all our programming and activity, outlined below.

Programme Highlights

In Conversation: Noel Clueit and Maria McLintock (Thursday 8th April 2021)

Artist Noel Clueit discussed his current online exhibition *Lockedgroove* and wider practice with curator, historian and writer Maria McLintock.

Noel Clueit (b.1984) lives and works in Manchester, UK. He completed his BA in Fine Art at Cumbria Institute of The Arts in 2007. Recent exhibitions include: *The Lights*, Grundy Art Gallery, Blackpool; *Everything Must Go (Part 2)* - Workplace Foundation, Gateshead; *AND A* 123, Castlefield Gallery, Manchester; and */*, a solo presentation of new works for Grundy Art Gallery, Blackpool.

Clueit has undertaken residencies with Edinburgh Sculpture Workshop, Airspace Gallery and participated in the first iteration of *The Syllabus*, a ten-month residency programme initiated by Wysing Arts Centre. He also co-founded the collaborative gallery programme titled *dateduration* with Maeve Rendle.

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ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

Maria McLintock is a curator and historian of architecture and design. She works as an Assistant Curator at the Design Museum, London, where she has co-developed the exhibitions *David Adjaye: Making Memory* (2019) and *Electronic: From Kraftwerk to The Chemical Brothers* (2020), among others. She is a Visiting Lecturer in Architectural History and Theory at the School of Architecture, University of Limerick, and an Associate Lecturer in Design Theory at University of the Arts, London.

She has written on the intersections of architecture, migration and social systems for publications such as *Architectural Review* and *Failed Architecture*. She is a Young Trustee of the Architecture Foundation, London.

Tayo Adekunle (10 June – 11 July 2021, Workplace Foundation VR Space)

Workplace Foundation was pleased to present the first online solo show of Edinburgh based photographer Tayo Adekunle.

Adekunle uses self-portraiture to expose issues of race, gender and sexuality whilst investigating racial and colonial history. Through re-working historical stereotypes she highlights the fetishisation, sexualisation and western gaze on black female bodies. This exploration runs throughout her series *Reclamation of the Exposition* and *Venus Noire* as well as her most recent work *Yemoja* to create a rich presentation of the colonial perception of the black female body.

Tayo Adekunle is from Wakefield, and has recently moved to London, UK. She completed her BA in Fine Art at Edinburgh College of Art in 2020. Recent exhibitions include: *SSA 123rd Annual Exhibition*, Royal Scottish Academy, Edinburgh; *COUP DE FOUORE*, Insurgency Gallery and Five Years, London; *A Quest That's Just Begun*, Woosh Gallery with Generator Projects, Dundee; and *Butter on Bacon*, Hospitalfield, Arbroath. She recently completed a residency with Hospitalfield, Arbroath, and has work in The University of Edinburgh Art Collection, Edinburgh.

In Conversation: Tayo Adekunle and Arike Oke (1st December 2021)

Following on from our digital exhibition *Tayo Adekunle* in June, we are pleased to host our next In Conversation with artist Tayo Adekunle and cultural leader, archivist and curator Arike Oke. They will be discussing Tayo's exhibited works in more depth including the research behind them.

**WORKPLACE FOUNDATION
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TRUSTEES' REPORT
*For the year ended 31 March 2022***

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

Arike Oke is a noted cultural leader, a registered archivist, a curator and museology consultant. Most recently she was the Managing Director for Black Cultural Archives, the home of Black British history, and is to take up the newly created role of Executive Director of Knowledge and Collections at the BFI in January 2022. Her first major curatorial experience was 'Perpetual Movement', which combined contemporary art, archives and contemporary dance at the Lowry, Salford in 2017. While at BCA she platformed Black artists and curators with an emphasis on archival residencies.

Dark Matter (18 September – 6th November 2021)

Celebrating the launch of Workplace Foundation's new space in Newcastle, we were delighted to present *Dark Matter* an exhibition of recent works by our Community of Artists.

The title is a reference to *Dark Matter - Art and Politics in the Age of Enterprise Culture* by artist, writer and activist Gregory Sholette. Sholette argues that non-institutional, self-organised and artist-led practices make up the unseen 'dark matter' of the artworld and are essential to supporting and sustaining the wider artistic ecology.

Creative dark matter 'displays a degree of autonomy from the critical and economic structures of the art world by moving instead in-between its meshes'. It is in these often overlooked 'in-between' spaces that some of the most progressive and experimental forms and ideas can flourish.

This exhibition brings together and continues our journey with our Community of Artists who form an integral part of Workplace Foundation's ecology. The events over the last year have further highlighted the importance of fostering this supportive community to enable experimentation, as well as the importance of learning from shared experience.

Continuing our intention to support artists through an alternative form of non-exclusive representation outside of a commercial gallery context, the Community of Artists is a growing group of critically engaged artists that have been selected from our past programme by our curatorial team.

Exhibiting artists are: Catherine Bertola, Cath Campbell, Nina Chua, Joe Clark, Noel Clueit, Claire Dorsett, Peter J. Evans, Parham Ghalamdar, Dean Hughes, Rachel Lancaster, Paul Merrick, Mick Peter, Magnus Quaife, Nicola Singh and Cecilia Stenbom. Works will be presented in a range of media including painting, sculpture, video and works on paper.

**WORKPLACE FOUNDATION
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ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

Saturday Workshop: Family Drop-in

Artist Cath Campbell hosted a free family drop-in workshop that was suitable for all ages. Running alongside the current exhibition *Dark Matter*, the workshop drew inspiration from Noel Clueit's works *pick up / try again* and was a chance to make some moveable sculptures.

Nina Chua: Permanent Marker (26 November 2021 – 15 January 2022)

Workplace Foundation was delighted to announce *Permanent Marker*, a solo exhibition by British artist Nina Chua.

The exhibition presented a selection of recent wall-based and sculptural works on paper. Using permanent marker pen, Chua uses repetition and line to build up dense, contemplative works that explore the threshold between drawing and object. Shown here in combination, her sculptural and wall-based explorations oscillate between absence and presence and destabilise the viewers perception both spatially and temporally.

Nina Chua lives and works in Manchester. She studied at Manchester School of Art and completed her MA in Fine Art in 2011. In 2016 she was selected for the Liverpool Biennial Associate Artist Programme. In 2020 her work was selected for the Trinity Buoy Wharf Drawing Prize.

Chua has exhibited nationally and internationally including: Nakata Museum, Hiroshima; Castlefield Gallery, Manchester; Baltic 39, Newcastle; DOX Centre for Contemporary Art, Prague and Workplace Gallery, Gateshead. Her work is held in the collections of The Whitworth Art Gallery, Manchester; Manchester Art Gallery, Manchester; The Centre for Artist's Books at Dundee Contemporary Arts, Dundee; and Simmons and Simmons Contemporary Art Collection.

Review: The exhibition was reviewed in the Feb 2022 edition of Art Monthly by Pavel Buchler

In Conversation: Nina Chua and Mary Doyle (11 January 2022)

Following on from our exhibition *Nina Chua: Permanent Marker*, we were pleased to host our next *In Conversation* with artist Nina Chua and co-founder of Drawing Room, Mary Doyle, discussing Nina's exhibited works in more depth including the research behind them.

**WORKPLACE FOUNDATION
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ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

Mary Doyle has worked in the visual art sector for over 30 years. She initiated Drawing Room with co-founders Kate Macfarlane and Katharine Stout in 2000 and has co-directed the organisation since. Prior to this, she was Senior Curator at the Contemporary Art Society, leading on acquisitions of contemporary art for fifteen museums throughout England from 1995-2005. She has worked at Arts Council National Touring Exhibitions, the British Council and several commercial galleries in London.

Saturday Workshop: Family Drop-in

Nina Chua hosted a workshop using marker pen on paper that was suitable for all ages. Running alongside her solo exhibition *Permanent Marker*, the workshop was an exploration of mark-making on a large scale.

Tess Denman – Cleaver: *Return* (5 February – 9 April 2022)

Workplace Foundation was pleased to announce a solo exhibition *Return* by North-East based artist Tess Denman-Cleaver. The exhibition brought together a series of texts and photographs that Denman-Cleaver had been developing since 2016.

The collection of texts are written with a performative sensibility and relate to unseen photographs and film documentation belonging to the artist. They are each grounded in friendships between women. Alongside these texts are a series of hand printed silver gelatin photographs of a fragment of a broken pot, referring back to the object, place, materiality and time. The title of the exhibition *Return* comes from one of Denman-Cleaver's texts that conveys a return to a birthplace. The texts are gifts, they return favours to particular women in her life, and they are returns to sites of memory. There is also a reference to a return key on a keyboard and the poetic structure on a page.

Tess Denman-Cleaver is based in the North-East. She works across performance, writing, workshops and installation, and is Programme Manager (Participation & Young People) at New Writing North. She is also the Producer of Women Artists of the North East Library. In 2018, Tess completed a PhD on philosophy and landscape in performance practice at Newcastle University. She has exhibited nationally and internationally including: *Town Hall Meeting of the Air* (with Kate Liston), Baltic 39, Newcastle; *Instructions for Walking Women*, Walking Festival of Sound, Newcastle; *Without Apology*, Vera Baxter, Sweden; and *Writing with Sound*, Audiograft Festival, Oxford. She was also Project Artist for *Journeys with The Waste Land*, Turner Contemporary, Margate, and has created performance and audio works for Tate Britain and Tate St Ives.

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ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

***In Conversation: Tess Denman-Cleaver and Rachael Allen* (17th March 2022)**

An *In Conversation* event was held between artist Tess Denman-Cleaver and poet and editor Rachael Allen as part of Tess's current exhibition *Return*. This was a chance to explore the exhibition in more depth, including research behind it, as well as Tess's wider practice.

Rachael Allen is the author of *Kingdomland* (Faber) and co-author of numerous artists' books, including *Nights of Poor Sleep* (Prototype), *Almost One, Say Again!* (Slimvolume) and *Green at an Angle* (Kestle Barton). She is the poetry editor for *Granta*.

Saturday Drop-in Workshop (26 March 2022)

Alongside *Return*, Tess Denman-Cleaver ran a practical workshop for all ages and abilities that shared some of the ways she uses objects, personal archives and photography to write. Participants had the opportunity to try their hand at writing with and in response to various objects.

Tess Denman-Cleaver: Return – Closing Brunch | Live Reading (9 April 2022)

We held a Closing Brunch to celebrate the end of Tess Denman-Cleaver's solo exhibition at Workplace Foundation. As part of the event, Tess performed a live reading from work included in the exhibition

EDI and Investment Principles

Arts Council England have reshaped the structure of their investment and as such there are 4 Investment Principles (Dynamism, Inclusivity & Relevance, Environmental Responsibility, Ambition & Quality) outlined in *Let's Create* their vision for the future of creativity and culture until 2030: We will report on each as agenda items in quarterly board meetings going forwards.

Sub-Committees have been established for the respective Investment Principles led by specific Board Members.

- Environmental Responsibility - Robert Devereux
- Ambition & Quality – Maitreyi Maheshwari
- Inclusivity & Relevance – Dean Hughes and Paul Smith
- Dynamism – Tom Wilcox.

All sub-committees are attended by Miles Thurlow and Clare Gomez.

An Equality Diversity and Inclusion Sub-Committee continues to convene with Miles Thurlow, Clare Gomez, Judith Carlton and Maitreyi Maheshwari.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2022***

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

In 21/22 we joined the Gallery Climate Coalition and produced an Environmental Strategy. During this period, we transitioned to using majority sustainable materials and working with sustainable organisations, cutting the use of plastic and buying only recycled where possible. We also increased our levels of recycling available onsite

During this period our commitment to improving diversity and accessibility was paramount. We created a quarterly accessibility audit and report to board and an audit of diversity and skills of our board and staff. Our Safeguarding Policy and Staff Handbook was updated, and training for staff for EDI was completed.

Talks were recorded to make them accessible for a wider audience, and if requested we could provide BSL. All talks were also transcribed, videoed and exhibition previews and guides, and activity sheets were available in large print.

Our activity included weekend brunch previews as well as evening previews to provide accessibility to families.

We reviewed building accessibility and adaptations included a drop kerb to the entrance.

We always ask pronouns and include them in our signatures and use 'they' until told otherwise and have gender neutral toilets.

Financial Review

The out-turn for the year is an unrestricted deficit of £(1,909) (2021: surplus £17,720). The surplus will be deducted from Unrestricted Reserves, leaving a balance on Unrestricted Funds at 31 March 2022 of £138,453.

The Trustees consider the financial performance of the charity to be satisfactory.

PLANS FOR FUTURE PERIODS

Over the next year for Workplace Foundation will focus on further embedding its presence at the gallery in 12 Blandford Square, which will include the development of its Library and its Communal Area. We intend to increase the dwell time of visitors by creating a comfortable, accessible environment which will include basic kitchen and coffee and tea point facilities as well as free wi-fi and self-guided family activities.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2022

PLANS FOR FUTURE PERIODS (CONTINUED)

The beginnings of symbiosis with our sibling commercial gallery in London - Workplace Gallery will be further developed, we have seen good conversion of private art collectors to philanthropic supporters of Workplace Foundation and we intend to increase the potential of this by continuation of the presence of Workplace Foundation team at Workplace Gallery previews and meals in London.

As we enter into the next round of NPO applications we will continue our strong development of the Investment Principles and continue to integrate these into our thinking and programming of the space.

We will continue to support emerging organisations and artists groups, expanding their networks and raising aspirations by being open and transparent as much as possible and through committing to knowledge transfer and maintaining a spirit of generosity.

We are committed to the North-East and wider North and understand that to be successful it helps to be part of an integral vibrant scene. We have developed deep roots in the North-East arts community over 20 years and have strong relationships with major organisations and artist-led grassroots collectives.

In 2022/23 we aim to:

- Carry out 4 physical exhibitions in our gallery plus talks, dinners and workshops
- Carry out 3 digital exhibitions in our VR gallery plus talks and tours
- Carry out 12 studio visits with emerging and under-represented artists
- Continue to embed responsive participatory activities into the programme
- Allocate dedicated research time to support our ambitions

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2022**

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Workplace Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees



**Mr T Wilcox
Trustee
Company Registration Number 05312213**

20 December 2022

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF WORKPLACE FOUNDATION LIMITED YEAR ENDED 31 MARCH 2022

I hereby report to the Trustees/Members of Workplace Foundation (Charity Registration Number 1174379) on the accounts for the year ended 31 March 2022 set out on pages 19 to 30.

Responsibilities and basis of report

As the charity's Trustees (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

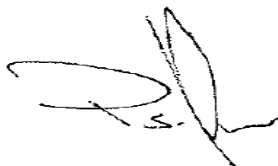
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods or principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

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 accounts to be reached.



Pete O'Hara, FCA, Chartered Accountant
Fellow of the Institute of Chartered Accountants in England & Wales

4 Stoneyhurst Road West, Gosforth, Newcastle upon Tyne NE3 1PG

20 December 2022

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income					
Income from Investments	3	30	-	30	-
Income from Grants, Donations & Legacies	4	217,976	10,000	227,976	173,872
Income from Charitable Activities	5	2,850	-	2,850	1,000
Other Income	6	9,053	-	9,053	7,313
Total Income		229,909	10,000	239,909	182,185
Expenditure					
Expenditure on Charitable Activities	7	231,818	-	231,818	165,622
Total Expenditure		231,818	-	231,818	165,622
Net Income/(Expenditure)	8	(1,909)	10,000	8,091	16,563
Balance brought forward at 1 April		140,362	-	140,362	123,799
Balance carried forward at 31 March	14	£138,453	£10,000	£148,453	£140,362

The notes on pages 21 to 30 form part of the financial statements.

All of the activities of the company are classed as continuing.

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL POSITION/BALANCE SHEET
AS AT 31 MARCH 2022**

	Notes	2022 £	2021 £
Fixed Assets			
Tangible Fixed Assets	10	42,330	1,249
Current Assets			
Stock	11	8,035	8,035
Debtors	12	111,009	14,301
Cash At Bank & In Hand		33,892	153,323
		<u>152,936</u>	<u>175,659</u>
Creditors – Amounts Falling Due Within 1 Year	13	(46,813)	(36,546)
Net Current Assets/(Liabilities)		<u>106,123</u>	<u>139,113</u>
Total Net Assets	14	<u>£148,453</u>	<u>£140,362</u>
Represented by:			
Restricted Funds	15	10,000	-
Designated Unrestricted Funds	15	112,330	70,000
General Unrestricted Funds	15	26,123	70,362
		<u>£148,453</u>	<u>£140,362</u>

The notes on pages 21 to 30 form part of the financial statements.

The Trustees are satisfied that for the year ended 31 March 2022 the charity was entitled to exemption under section 477(2) of the Companies Act 2006. The Trustees also confirm that the Members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act,
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved and signed by a Member of the Board of Trustees on 20 December 2022.



**Mr T Wilcox
Trustee
Company Registration Number 05312213**

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. Accounting Policies

Basis of Accounting

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'), and with the Companies Act 2006 and the Statement of Recommended Practice (Charities SORP FRS 102) "Accounting and Reporting by Charities" and the Charities Act 2011.

The financial statements have been prepared on the historical cost basis, modified to include certain financial instruments at fair value.

Advantage has been taken of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a statement of cashflows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

Taxation Status

Workplace Foundation is a Charity registered under the 1960 Charities Act and is accorded exemption from liability to taxation on its income under S505 Income and Corporation Taxes Act 1988.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Other income is accounted for when receivable.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. Accounting Policies (Continued)

Operating Leases

The charity classifies the lease of certain types of equipment as operating leases as the title to the equipment remains with the lessor. Rental charges are charged against income on a straight-line basis over the period of the lease.

Tangible Fixed Assets and Depreciation

Depreciation is provided on any fixed assets at rates calculated to write off the assets over their remaining useful lives as follows:

IT, Office & Technical Equipment - 33% per annum straight line

A full year's depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal.

Impairment of Fixed Assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial Instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost where there is a material adjustment.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the trustees for specific purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. Accounting Policies (Continued)

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimation uncertainty included within the financial statements.

Pensions

Workplace Foundation contributes to a defined contribution pension scheme. Further details can be found in Note 8.

For the defined contribution scheme, the amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the Balance Sheet.

2. Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The company law members of the charity are the members of its Board of Trustees.

3. Income from Investments

	Unrestricted Funds	Restricted Funds	2022	2021
	£	£	£	£
Bank Interest Receivable	30	-	30	-
	£30	£-	£30	£-

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

4. Income from Grants, Donations & Legacies

	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Grant Income				
African Arts Trust	-	10,000	10,000	-
Arts Council England - Cultural Recovery Fund	75,000	-	75,000	-
Arts Council England – NPO	107,349	-	107,349	107,349
Arts Council England - Emergency Fund				12,000
Esmee Fairbairn Foundation - TASK	-	-	-	5,000
Gateshead Council - COVID-19	12,000	-	12,000	44,023
Henry Moore Foundation	-	-	-	3,000
Newcastle City Council - Omicron	4,000	-	4,000	
	198,349	10,000	208,349	171,372
Donations & Gift Aid	19,627	-	19,627	2,500
	£217,976	£10,000	£227,976	£173,872

Of the 2021 total of £173,872, £165,872 is attributable to Unrestricted Funds and £8,000 to Restricted Funds.

5. Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Earned Income – Artwork Sales	1,850	-	1,850	-
Earned Income – Other	1,000	-	1,000	1,000
	£2,850	£-	£2,850	£1,000

The 2021 total of £1,000 is wholly attributable to Unrestricted Funds.

6. Other Income

	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Museums & Galleries Exhibition Tax Relief	2,053	-	2,053	7,313
Legal Settlement	7,000	-	7,000	-
	£9,053	£-	£9,053	£7,313

The 2021 total of £7,313 is wholly attributable to Unrestricted Funds.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

7. Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Programme Costs				
Artists & Third Party Commission	927	-	927	-
Gallery & Exhibition Costs	20,739	-	20,739	7,639
Bad Debts	-	-	-	11,709
Support Costs				
Salaries & On Costs	91,705	-	91,705	38,720
Freelance Team Costs	-	-	-	7,992
Premises Costs	36,761	-	36,761	50,738
Digital Infrastructure	4,531	-	4,531	19,531
Administration Costs	49,376	-	49,376	25,268
Governance Costs				
Independent Examiner's Fees	1,200	-	1,200	1,200
Other Accountancy Fees	1,800	-	1,800	1,800
Legal & Professional Fees	24,779	-	24,779	1,025
	£231,818	£-	£231,818	£165,622

Of the 2021 total of £165,622, £156,465 is attributable to Unrestricted Funds and £9,157 to Restricted Funds.

8. Staff Costs & Trustees' Remuneration

	2022 £	2021 £
Gross Salary Costs	86,969	37,917
Employer's National Insurance	3,031	-
Employer's Pension Contributions	1,705	803
	£91,705	£38,720

No employee received remuneration of more than £60,000 during the year (2021 - Nil).

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

8. Staff Costs & Trustees' Remuneration (Cont.)

The average number of staff employed during the year, calculated as full-time equivalents, was as follows:

	2022	2021
	No.	No.
Artistic Curation and Management	4	2

Pension benefits are provided through a Group Personal Pension Scheme, which is a defined contribution scheme. The assets of the scheme are held separately from those of the company in a separately administered fund. In the year to 31 March 2022 Workplace Foundation made an employer's contribution of 3% of pensionable pay, provided that the employee makes a minimum contribution of 5%.

These amounts are due to be paid over to the scheme on a monthly basis. Contributions of £110 were outstanding at 31 March 2022 (2021: £1,827)

No remuneration has been paid to any Trustees/Directors in the year (2021: Nil), nor were any travel and subsistence expenses were reimbursed to Trustees in respect of their attendance at meetings of the charity (2021: £Nil).

9. Net Income/(Expenditure)

	2022	2021
	£	£
Net income/(expenditure) is stated after charging/(crediting):		
Independent Examiner's Fees	1,200	1,200
Independent Examiner – Other Services	1,800	1,800
Depreciation of owned Fixed Assets	12,058	625

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

10. Fixed Assets

	Computer Equipment £	Office Equipment £	Leasehold Improvements £	Total £
Cost				
At 1 April 2021	14,240	7,708	-	21,948
Additions in year	4,645	1,393	47,101	53,139
At 31 March 2022	18,885	9,101	47,101	75,087
Accumulated Depreciation				
At 1 April 2021	12,991	7,708	-	20,699
Charge for year	2,173	465	9,420	12,058
At 31 March 2022	15,164	8,173	9,420	32,757
Net Book Value				
At 31 March 2022	£3,721	£928	£37,681	£42,330
At 1 April 2021	£1,249	£-	£-	£1,249

11. Stocks

	2022 £	2021 £
Artwork for Resale	8,035	8,035
	£8,035	£8,035

12. Debtors

	2022 £	2021 £
Trade Debtors	17,190	-
Grant Debtors	75,000	-
Other Taxes & Social Security Costs	3,416	2,388
Other Debtors	6,263	439
Workplace Gallery Limited	350	350
Accrued Income	2,000	9,313
Prepayments	6,790	1,811
	£111,009	£14,301

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

13. Creditors – Amounts Falling Due Within 1 Year

	2022	2021
	£	£
Accruals	12,100	7,780
Credit Card Account	1,617	2,064
Pension Scheme	110	1,827
Other Taxes & Social Security Costs	6,285	-
Trade Creditors	26,701	24,875
	£46,813	£36,546

14. Analysis of Net Assets between Funds

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Fixed Assets	42,330	-	42,330	1,249
Stocks	8,035	-	8,035	8,035
Debtors	111,009	-	111,009	14,301
Cash at Bank and In Hand	23,892	10,000	33,892	153,323
Creditors – Amounts Due Within 1 Year	(46,813)	-	(46,813)	(36,546)
	£138,453	£10,000	£148,453	£140,362

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

15. Analysis of Charitable Funds

	Fund at 1 April 2021	Income/ Transfers in Year	Resources Expended in Year	Fund at 31 March 2022
	£	£	£	£
Unrestricted Funds				
Charity General Fund	70,362	162,579	(206,818)	26,123
Designated Funds				
Business Interruption Fund	25,000	-	(25,000)	-
Fixed Asset Fund	-	42,330	-	42,330
Core Reserve Fund	45,000	25,000	-	70,000
Total Unrestricted Funds	140,362	229,909	(231,818)	138,453
Restricted Funds				
African Arts Trust	-	10,000	-	10,000
Total Restricted Funds	-	10,000	-	10,000
Total Funds	£140,362	£239,909	£(231,818)	£148,453

Name of Designated Fund	Description, Nature & Purpose of the Designated Fund
Business Interruption Fund	To address the perceived risk relating to premises and also against future unforeseen events
Fixed Asset Fund	To set aside the net book value of fixed assets without continuing restriction, given that such funds are not readily realisable
Core Reserve Fund	To set aside the minimum funds deemed necessary towards the costs of winding up the charity or transitioning to a new business model should the circumstances occur
Name of Restricted Fund	Description, Nature & Purpose of the Restricted Fund
African Arts Trust	Towards the establishment of a library

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

16. Related Party Transactions

The charity has a close working relationship with Arts Council England which is a registered charity and has provided significant project funding which enables the charity to carry out its charitable objectives. In total, grant funding of £182,349 (2021: £119,349) was received from Arts Council England in the year.

At 31 March 2022, £75,000 was owing to Workplace Foundation from Arts Council England (31 March 2021: £Nil).

17. Taxation

The company is a registered charity and no provision is considered necessary for taxation.

18. Financial Commitments

No material financial commitments have been made in respect of future financial periods.

19. Company Limited by Guarantee

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There is currently 1 member of the company (2021 - 1 member).

WORKPLACE FOUNDATION

England & Wales - Charity number 1174379

Accounts

Company Registration No. 05312213

Registered Charity Number 1174379

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)

REPORT AND ACCOUNTS
For the year ending 31 March 2021

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2021***

The Trustees, who are also Directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Workplace Foundation
Charity registration number	1174379
Company registration number	05312213
Registered office	12 Blandford Square, Newcastle upon Tyne NE1 4HZ

Trustees

For the purposes of the Companies Act 2006, the Board of Trustees is the Board of Directors of the charitable company and is referred to as the Trustees throughout this report.

The Trustees of Workplace Foundation during the period and to the date of signing this report are as follows:

Mr T Wilcox (Chair)
Ms J Carlton
Mr R Devereux
Prof D Hughes
Ms M Maheshwari
Mr P Smith

Independent Examiner	Mr P O'Hara FCA, 4 Stoneyhurst Road West, Gosforth, Newcastle upon Tyne NE3 1PG
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Documents

Workplace Foundation is a charitable company limited by guarantee, incorporated on 14 December 2004.

The company changed its name from Workplace Art Gallery Limited to Workplace Foundation on 15 August 2016 and was registered as a charity on 24 August 2017.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2021***

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Governing Documents (Cont.)

The charity is controlled by its governing document, its Memorandum & Articles of Association, as amended by a special resolution dated 26 July 2016, registered at Companies House on 19 August 2016, and constitutes a limited company, limited by guarantee, as defined by the Companies Act.

The Directors of the company are also Trustees of the charity.

Eligibility for membership of the charity, and membership of the Board of Trustees, is governed by the Articles of Association. There are no restrictions in the governing document on the operation of the charity other than those imposed by general charity law.

OBJECTIVES AND ACTIVITIES

Charitable Purpose

Workplace Foundation's charitable objects are for the public benefit to:

- (1) promote modern and contemporary art by the establishment and maintenance of an art gallery and exhibition spaces in particular but not exclusively in Gateshead, Newcastle and the surrounding region; and
- (2) advance the education and understanding of the public in modern and contemporary art, particularly but not exclusively by:
 - (a) improving public access;
 - (b) developing public appreciation; and
 - (c) facilitating the study and practice of modern and contemporary art.

Vision

Workplace Foundation aims to transform the visual arts in Gateshead and the North of England by presenting outstanding, experimental contemporary art, to the both the region and the world.

Mission

Workplace Foundation is a charity based in the North of England, established in 2016 by Workplace Gallery, an international commercial contemporary art gallery, itself founded in Gateshead in 2002.

Workplace Foundation supports the development of emerging and under-represented artists and local communities through a rigorous and engaging programme of exhibitions and events. We aim to enrich the cultural life of the North of England by creating opportunities for the public to engage with art of exceptional quality, and to create a much larger audience for art through the Foundation's local and international networks.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2021***

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Mission (Cont.)

Workplace Foundation serves the communities of Gateshead and the North of England and aims to contribute to the regional art scene and establish the area as a vital cultural centre within the UK.

Strategic Objectives

The charity's strategic objectives are to:

1. Establish a dynamic programme of Workplace Foundation exhibitions, talks and events that improve public access and learning about contemporary art
2. Build a stronger profile for the Foundation and awareness of its work
3. Grow the Foundation's audiences
4. Build city, regional and international partnerships that facilitate the Foundation's work
5. Achieve financial sustainability for the Foundation
6. Secure a long-term home for Workplace Foundation

Ensuring our Work delivers our Aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes.

Structure and Governance

The charity currently has a Board of 6 non-executive Trustees.

The Board meets a minimum of four times per year.

Detailed written Board reports and an agenda are prepared and circulated in advance of meetings.

Recruitment and Appointment of Board of Trustees

Trustees are elected to the Board based on discussions and recommendations offered by Trustees and outside advisors to the organisation, as well as through a range of advertising channels.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)

Trustee Induction and Training

New Trustees are inducted by the Chair of the Board and Directors and are provided with a range of resources to support their understanding of Workplace Foundation activities.

In 2017/18 Workplace Foundation continued to implement a process of significant organisational development and change supported by Counterculture LLP. In August 2017 Workplace Foundation became a registered charity with clear aims and strategic objectives for the future.

Reserves Policy

The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to firstly hold a level of unrestricted Reserves which enables the charity to have sufficient financial resources to meet various liabilities which would crystallise if Workplace Foundation's funding were to be withdrawn and/or it were unable to continue operating.

At present, the Trustees estimate that the Unrestricted Reserves required for such purposes amount to approximately £20,000.

The Trustees then seek to retain around £30,000 of further Reserves to allow for unforeseen issues or the ability to respond to opportunities and initiatives which cannot be met from the core annual budget.

The optimum level of reserves is therefore deemed to be in the region of £50,000.

The charity's Unrestricted Funds at 31 March 2021 are £140,362. The Trustees have, however, agreed the designation of £70,000 from Unrestricted Funds - £45,000 as a Designated Core Reserve Fund, and £25,000 as a Designated Business Interruption Fund. The latter fund specifically addresses the perceived risk relating to premises and also against future unforeseen events.

Free Reserves, defined as total Unrestricted Funds less any Designated Funds and the value of Tangible Fixed Assets, are £69,113 at 31 March 2021, thereby providing a degree of additional contingency in the current uncertain climate.

This policy will be reviewed by the Trustees on an annual basis as part of the charity's budgeting processes.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2021***

OBJECTIVES AND ACTIVITIES (Continued)

Public Benefit

The Trustees understand and have discussed the implications of the provisions of the Charities Act 2006, which state that all charities must demonstrate that they are established for public benefit, and have had due regard to the public benefit guidance issued by the Charity Commission. The Trustees believe that the charity meets both of the key principles.

Principle 1 - There must be an identifiable benefit, or benefits

The organisation encourages artists to challenge conventions, overturn clichés and contribute to a dialogue within current artistic practice. It aims to nurture and develop talent and to help artists maintain and hone their vision, whilst also enabling them to begin to connect with the international art world in order to develop long term sustainable careers.

The organisation aims to increase engagement of its local audience by focussing on accessibility and creating closer proximity between artist and audience. Examples include talks and programmes run by artists during exhibitions aimed at a broad audience and the production and distribution of online video interviews with artists. The gallery is also developing a reading room developed from the organisation's archives where artists, students and the general public can access periodicals and other educational material.

Principle 2 - Benefit must be to the public, or a section of the public

The organisation has a strong commitment to equality and its programme is made up of artists who come from diverse backgrounds in the local area and from many parts of the UK and beyond. It also aims to increase engagement and facilitate communication between local audiences and artists.

The organisation's core purpose is to develop artists' careers for the public benefit. It supports and promotes the work of artists through exhibitions and associated events, developing opportunities with other galleries and curators, providing critical feedback, space and resources to enable artists to develop their practice and create work of outstanding quality so that the public can benefit by viewing and learning about contemporary visual art.

Workplace Foundation's beneficiaries are therefore entirely appropriate to its aims and the public as a whole benefits from its work.

All of these benefits are clear, evidenced and relate directly to Workplace Foundation's aims. In addition, the Trustees do not consider that any significant detriment or harm flows from Workplace Foundation's work.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2021***

OBJECTIVES AND ACTIVITIES (Continued)

Risk Management

The Trustees of the charity regularly review the major governance, operational and financial risks which the charity faces as part of its annual business planning process and confirm that systems have been established to mitigate these risks.

Workplace Foundation has a risk management strategy in place which comprises:

- an annual review of the strategic risks the charity may face via the business plan
- the establishment of systems and procedures to mitigate those risks identified
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

The Trustees are satisfied that appropriate financial systems and controls and employment policies and practices are in place.

The Trustees consider the key risks facing the charity at this time and the mitigating actions taken to be as follows:

- Long-term absence/resignation of Directors or Trustees:
- Not achieving income targets (trusts and foundations, earned income, individual giving):

The Trustees also manage the general financial risks arising by ensuring that:

- Prudent budgets have been set for the next financial year
- Regular management accounts are provided, showing the performance against budget
- Contingency plans are in place for the actions which would be taken if income appears unlikely to reach its target
- Reserves policies have been adopted which provide an appropriate amount of uncommitted Reserves which will always enable the charity to meet all its liabilities even if income targets are not achieved

Grant Making Policy

The charity does not currently engage in grant-making activity.

The Contribution of Volunteers

The charity does not currently use volunteers to support its activities.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2021***

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year

Coronavirus

Coronavirus has dominated the entire financial year for Workplace Foundation and, due to the combination of various national lockdowns, local restrictions, and the building issues outlined below, has meant that we were unable to open the gallery to the public at all during the year. The disruption of Covid has also had a major impact on our ability to secure philanthropic giving as well as sales revenue which were both reduced entirely, though the financial impact of this was largely mitigated by the various Government support grants for the Hospitality and Leisure sector throughout the year, as well as an Emergency support grant made available through Arts Council England.

19-21 West Street damage and 12 Blandford Square

A significant impact on Workplace Foundation was the theft of the lead from the roof of the gallery in September 2020, which was subsequently flooded throughout all 3 floors of the building due to water ingress, creating significant damage and disrepair and rendering the building dangerous and uninhabitable.

The roof of the property remained unrepaired throughout the financial year which necessitated an urgent and expensive removal of all of our gallery stock to temporary storage during the winter, and ultimately to us moving out of the property in March 2021.

Due to a disagreement that has arisen between Malhotra Group and Workplace Foundation over the lease, dilapidations and neglect to repair the building in a timely fashion, Workplace Foundation has sought legal representation from Muckle LLP.

Meanwhile, a more favourable lease on a fully accessible ground floor property at 12 Blandford Square in central Newcastle upon Tyne has been secured and work will begin on the fit-out in 2021/22. Though we are sad to leave Gateshead Town Centre after so many years there, we are excited about a new future in Newcastle, and the potential to cultivate a much larger audience for our activity.

New Appointments

Workplace Foundation has made 2 new appointments to its Senior Management Team in 20/21: Clare Gomez as Assistant Director and Max Lee as General Manager; both bring significant experience of working in cultural organisations to Workplace Foundation.

This is a significant and much-needed step in increasing the capacity of Workplace Foundation and will enable us to effectively manage the upcoming move in 20/21 and build an excellent and resilient administrative structure to the organisation and help us to increase our offering to our surrounding communities and audiences going forwards.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2021**

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

Programme highlights include:

Noel Clueit: *Lockedgroove*, 11 March - 11 April 2021 (VR space)

Bringing together a new body of work, *Lockedgroove* continued Clueit's exploration into the conflicts of value and meaning around the production of art. Employing a multidisciplinary practice, the artist investigates the shifting relationships between art and non-art objects and the instances in which they collide.

An avid collector of records for many years, Clueit began to amass LPs for the sleeve design rather than the musical content. Drawn to an element of a design that evokes an echo of abstraction, Clueit undertakes an elegant and meticulous process of slicing, inverting and re-positioning to create new compositions, arrangements and possibilities.

Noel Clueit (b.1984) lives and works in Manchester, UK. He completed his BA in Fine Art at Cumbria Institute of The Arts in 2007. Recent exhibitions include: *The Lights*, Grundy Art Gallery, Blackpool; *Everything Must Go (Part 2)*, Workplace Foundation, Gateshead; *AND A 123*, Castlefield Gallery, Manchester; and *: /*, a solo presentation of new works for Grundy Art Gallery, Blackpool. Clueit has undertaken residencies with Edinburgh Sculpture Workshop, Airspace Gallery and participated in the first iteration of *The Syllabus*, a ten-month residency programme initiated by Wysing Arts Centre. He also co-founded the collaborative gallery programme *titledateduration* with Maeve Rendle.

In Conversation: Claire Dorsett and Jes Fearnie, 26 May 2020

Claire Dorsett talked about her recent work with Independent curator Jes Fearnie. Together they covered a range of subjects pertinent to Claire's work including humour, pretension, confidence, awkwardness, indulgence, geography, dealing with lockdown, productivity overload, and Claire's recent solo exhibition at Workplace Foundation.

In Conversation: Catherine Bertola and Marie-Anne Mcquay, 9 June 2020

Catherine Bertola discussed her current exhibition 'Below The Salt' at Temple Newsam, Leeds and her wider practice with Marie Anne McQuay, Head of Programme at Bluecoat, Liverpool.

In Conversation: Magnus Quaife and Professor Andrew Hunt, 16 June 2020

Magnus Quaife unpicked the relationship between haptic, indexical mark of the painter's presence and its reproduced equivalent and discusses his wider practice with Andrew Hunt, Professor of Fine Art and Curating at Manchester Metropolitan University.

In Conversation: Rachel Lancaster and Paul Smith, 30 June 2020

Rachel Lancaster talked about her painting practice with Paul Smith, vocalist for Maximo Park and solo artist.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2021***

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

Summary of the main achievements of the charity during the year (Cont.),

In Conversation: Nina Chua and Kwong Lee, 14 July 2020

Nina Chua talked about her work with producer and curator Kwong Lee.

Other Projects and Partnerships

From July to October 2020 we continued our partnership with The Conduit and exhibited Parham Ghalamdar's work but this was sadly cut short by The Conduit's closure and administration in October which was caused by the impact of Coronavirus on the Hospitality sector.

Parham Ghalamdar, The Conduit, 20 July - 16 October 2020

Painted in intense acidic colour, surreal forms and structures inhabit desolate and empty landscapes. Uncanny and strange these objects adhere to rigorous placement, assimilating elements drawn from a diverse range of Western and Middle-Eastern Art History such as Caravaggio, Goya, Bouguereau, Soviet Socialist realism, graffiti, pop culture and traditional Persian miniatures.

Parham Ghalamdar's works switch between the aesthetics of realism and the cartoon. Through this absurdist strategy Ghalamdar obfuscates narrative enabling the painting to stand alone, resistant to a didactic reading. The considered, rational structuring of his paintings stand as a counterpoint to the oppressive weight of dogmatic ideology that Parham experienced in his homeland.

Born in Tehran, Iran in 1994, Parham Ghalamdar studied Printing and Media at the Art University in Tehran. Parham was a founding member of ELF Crew, the first graffiti collective in Iran. ELF became known for their transgressive and coded resistance to the regime and their liberal progressive subculture. Arrested multiple times for graffiti Parham was eventually detained indefinitely in the West of Iran in 2014 where interrogations became more forceful and the authorities began to investigate his associations and social networks more thoroughly. Fearing for his life (his sexuality, if exposed, would be punishable by death) Parham managed to escape Iran, travelling through Asia before being granted asylum in the UK. In 2019 he completed his BA in Fine Art, Painting at Manchester School of Art.

Future Programme

We aim to reopen our physical programme in our new gallery in 2021/22 and we will honour our commitment to the artists in our paused pre-lockdown programme: Nina Chua, Tess Denman Cleaver.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
*For the year ended 31 March 2021***

ACHIEVEMENTS AND PERFORMANCE (CONTINUED)

EDI and Investment Principles

An Equality Diversity and Inclusion Sub-Committee has now been established with Miles Thurlow, Clare Gomez, Judith Carlton and Maitreyi Maheswari.

Arts Council England have reshaped the structure of their investment and as such there are 4 Investment Principles (Dynamism, Inclusivity & Relevance, Environmental Responsibility, Ambition & Quality) outlined in Let's Create their vision for the future of creativity and culture until 2030: We will report on each as agenda items in quarterly board meetings going forwards.

Financial Review

The out-turn for the year is an unrestricted surplus of £17,720 (2020: surplus £70,670). The surplus will be added to Unrestricted Reserves, leaving a balance on Unrestricted Funds at 31 March 2021 of £140,362.

The Trustees consider the financial performance of the charity to be satisfactory.

PLANS FOR FUTURE PERIODS

The next year for Workplace Foundation is critical. As we emerge from Covid-19 and having had time to fully assess and recalibrate, we have substantially refocused our activities taking into account Arts Council England's 'Let's Create' and the Investment Principles.

We have expanded our team and are now in the process of moving the Gallery to Central Newcastle which will be located in a far more accessible building. Due to this, we anticipate a phased re-opening, supplementing our physical exhibitions with enhanced digital content.

Building upon a track record of excellence, Workplace Foundation will plan a dynamic and inclusive programme, formulated around our core objectives of supporting emerging and underrepresented artists to make a step change in their practice; overcome the barriers to success as outlined through our contribution to the Creative Case for Diversity; and support the potential for their engagement with a wider national and international art world.

We want to ensure artists have a relationship to the wider art world no matter who they are or where they come from, so that they have the potential to flourish as an artist. We will treat each artist with a sincerity of intention, supporting them through studio visits, critical feedback, career advice or anything else relevant.

Through our community of artists we will work to strengthen our relationship with emerging artists, enabling us to organically identify new talent and dynamically influence artist development and aspiration.

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2021

PLANS FOR FUTURE PERIODS (Continued)

We will continue to support emerging organisations and artists groups, expanding their networks and raising aspirations by being open and transparent as much as possible and through committing to knowledge transfer and maintaining a spirit of generosity.

We are committed to the North-East and wider North and understand that to be successful it helps to be part of an integral vibrant scene. We have developed deep roots in the North-East arts community over 20 years and have strong relationships with major organisations and artist-led grassroots collectives.

In 2021/22 we aim to:

- Carry out 3 physical exhibitions in our gallery plus talks, dinners and workshops
- Carry out 6 digital exhibitions in our VR gallery plus talks and tours
- Carry out 12 studio visits with emerging and under-represented artists
- Embed responsive participatory activities into the programme
- Allocate dedicated research time to support our ambitions
- Create a more structured approach to support our Community of Artists
- Aim for each artist from the Community of Artists to have a positive action for their artistic career, e.g. artwork sale, national or international exhibition, work with another organisation
- Create a forum for our Community of Artists
- Publish an Annual Report on the activity and achievements of our Community of Artists
- Create a post-exhibition survey for exhibiting artists
- Find new ways of researching artists
- Embed weekly check-ins to team meetings to provide support and promote positive mental health
- Regularly meet with our Community of Artists to provide a supportive network
- Support artists not just during exhibition preparation but beyond this and into the future
- Create a Letter of Engagement and an Artist Profile Questionnaire for exhibiting artists
- Regularly review our operations and mission so they remain dynamic
- Staff training in data analytics enabling us to understand our audiences
- Regularly meet with Workplace Gallery team and maintain contact with the Commercial Art Market
- Management Training for Senior Staff
- Implement cycle to work scheme, all staff to cycle or walk where possible
- Join Gallery Climate Coalition
- Carry out consultation with GCC to produce environmental strategy
- Carry out an organisational audit to analyse our environmental impact and identify areas to reduce it
- Create an Environmental Policy
- Transition to using majority sustainable materials and working with sustainable organisations by March 2022
- Cut use of plastic and aim to buy only recycled
- Increase our levels of recycling available onsite

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2021

PLANS FOR FUTURE PERIODS (Continued)

In 2021/22 we aim to:

- Calculate Carbon footprint
- Lower carbon emissions by identifying areas that can be reduced
- Reduce water consumption
- Recruit new Board Members & Staff using an inclusive recruitment process
- Create a quarterly accessibility audit and report to board
- Carry out an annual diversity and skills audit of our board and staff
- Create a Safeguarding Policy and update our Staff Handbook
- Create a demographic map of the area and target key contacts
- Carry out training for staff in EDI
- Record each event to make it accessible for a wider audience
- Provide BSL, large print, transcription, and audio versions for each event
- Host weekend brunch previews as well as evening previews to provide accessibility to families
- Review building accessibility and adapt where possible
- We will always ask pronouns and include them in our signatures, use 'they' until told otherwise and have gender neutral toilets

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT
For the year ended 31 March 2021**

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Workplace Foundation for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees



**Mr T Wilcox
Trustee
Company Registration Number 05312213**

17 December 2021

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF WORKPLACE FOUNDATION LIMITED YEAR ENDED 31 MARCH 2021

I hereby report to the Trustees/Members of Workplace Foundation (Charity Registration Number 1174379) on the accounts for the year ended 31 March 2021 set out on pages 16 to 26.

Responsibilities and basis of report

As the charity's Trustees (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

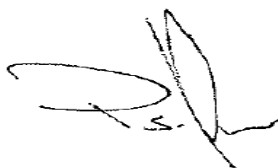
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods or principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

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 accounts to be reached.



**Pete O'Hara, FCA, Chartered Accountant
Fellow of the Institute of Chartered Accountants in England & Wales**

4 Stoneyhurst Road West, Gosforth, Newcastle upon Tyne NE3 1PG

17 December 2021

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income					
Income from Investments	3	-	-	-	-
Income from Grants, Donations & Legacies	4	165,872	8,000	173,872	129,159
Income from Charitable Activities	5	1,000	-	1,000	179,935
Other Income	6	7,313	-	7,313	6,368
Total Income		174,185	8,000	182,185	315,462
Expenditure					
Cost of Raising Funds		-	-	-	-
Expenditure on Charitable Activities	7	156,465	9,157	165,622	249,637
Total Expenditure		156,465	9,157	165,622	249,637
Net Income/(Expenditure)	8	17,720	(1,157)	16,563	65,825
Balance brought forward at 1 April		122,642	1,157	123,799	57,974
Balance carried forward at 31 March	14	£140,362	£-	£140,362	£123,799

The notes on pages 18 to 26 form part of the financial statements.

All of the activities of the company are classed as continuing.

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL POSITION/BALANCE SHEET
AS AT 31 MARCH 2021**

	Notes	2021 £	2020 £
Fixed Assets			
Tangible Fixed Assets	10	1,249	-
Current Assets			
Stock	11	8,035	8,035
Debtors	12	14,301	54,414
Cash At Bank & In Hand		153,323	77,554
		<u>175,659</u>	<u>140,003</u>
Creditors – Amounts Falling Due Within 1 Year	13	(36,546)	(16,204)
Net Current Assets/(Liabilities)		<u>139,113</u>	<u>123,799</u>
Total Net Assets	14	<u>£140,362</u>	<u>£123,799</u>
Represented by:			
Restricted Funds	15	-	1,157
Designated Unrestricted Funds	15	70,000	70,000
General Unrestricted Funds	15	70,362	52,642
		<u>£140,362</u>	<u>£123,799</u>

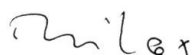
The notes on pages 18 to 26 form part of the financial statements.

The Trustees are satisfied that for the year ended 31 March 2021 the charity was entitled to exemption under section 477(2) of the Companies Act 2006. The Trustees also confirm that the Members have not required the charity to obtain an audit in accordance with section 476 of the Companies Act 2006

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act,
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements were approved and signed by a Member of the Board of Trustees on 17 December 2021.



**Mr T Wilcox
Trustee
Company Registration Number 05312213**

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. Accounting Policies

Basis of Accounting

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'), and with the Companies Act 2006 and the Statement of Recommended Practice (Charities SORP FRS 102) "Accounting and Reporting by Charities" and the Charities Act 2011.

The financial statements have been prepared on the historical cost basis, modified to include certain financial instruments at fair value.

Advantage has been taken of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a statement of cashflows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

Taxation Status

Workplace Foundation is a Charity registered under the 1960 Charities Act and is accorded exemption from liability to taxation on its income under S505 Income and Corporation Taxes Act 1988.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Income

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Income from charitable trading activity is accounted for when earned.
- Other income is accounted for when receivable.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. Accounting Policies (Continued)

Operating Leases

The charity classifies the lease of certain types of equipment as operating leases as the title to the equipment remains with the lessor. Rental charges are charged against income on a straight-line basis over the period of the lease.

Tangible Fixed Assets and Depreciation

Depreciation is provided on any fixed assets at rates calculated to write off the assets over their remaining useful lives as follows:

IT, Office & Technical Equipment - 33% per annum straight line

A full year's depreciation charge is applied in the year of acquisition and no charge is made in the year of disposal.

Impairment of Fixed Assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial Instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost where there is a material adjustment.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the trustees for specific purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. Accounting Policies (Continued)

Judgements and Key Sources of Estimation Uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements or estimation uncertainty included within the financial statements.

Pensions

Workplace Foundation contributes to a defined contribution pension scheme. Further details can be found in Note 8.

For the defined contribution scheme, the amount charged to the Statement of Financial Activities in respect of pension costs is the contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the Balance Sheet.

2. Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The company law members of the charity are the members of its Board of Trustees.

3. Income from Investments

	Unrestricted Funds	Restricted Funds	2021	2020
	£	£	£	£
Bank Interest Receivable	-	-	-	-
	£-	£-	£-	£-

WORKPLACE FOUNDATION
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

4. Income from Grants, Donations & Legacies

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Grant Income				
Arts Council England – NPO	107,349	-	107,349	105,409
Arts Council England - Emergency Fund	12,000	-	12,000	-
Esmee Fairbairn Foundation - TASK	-	5,000	5,000	10,000
Gateshead Council - COVID-19	44,023	-	44,023	-
Henry Moore Foundation	-	3,000	3,000	-
	163,372	8,000	171,372	115,409
Donations & Gift Aid	2,500	-	2,500	13,750
	£165,872	£8,000	£173,872	£129,159

Of the 2020 total of £129,159, £119,159 is attributable to Unrestricted Funds and £10,000 to Restricted Funds.

5. Income from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Earned Income – Artwork Sales	-	-	-	172,935
Earned Income – Other	1,000	-	1,000	7,000
	£1,000	£-	£1,000	£179,935

The 2020 total of £179,935 is wholly attributable to Unrestricted Funds.

6. Other Income

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Museums & Galleries Exhibition Tax Relief	7,313	-	7,313	6,368
	£7,313	£-	£7,313	£6,368

The 2020 total of £6,368 is wholly attributable to Unrestricted Funds.

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7. Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Programme Costs				
Artists & Third Party Commission	-	-	-	8,618
Art Fair Costs	-	-	-	2,323
Cost of Sales	-	-	-	60,000
Gallery & Exhibition Costs	7,639	-	7,639	45,474
Bad Debts	11,709	-	11,709	-
Support Costs				
Salaries & On Costs	37,563	1,157	38,720	34,146
Freelance Team Costs	7,992	-	7,992	38,157
Premises Costs	50,738	-	50,738	32,845
Digital Infrastructure	11,531	8,000	19,531	-
Administration Costs	25,268	-	25,268	25,194
Governance Costs				
Independent Examiner's Fees	1,200	-	1,200	1,200
Other Accountancy Fees	1,800	-	1,800	1,680
Legal & Professional Fees	1,025	-	1,025	-
	£156,465	£9,157	165,622	£249,637

Of the 2020 total of £249,637, £234,792 is attributable to Unrestricted Funds and £14,845 to Restricted Funds.

8. Staff Costs & Trustees' Remuneration

	2021 £	2020 £
Gross Salary Costs	37,917	33,000
Employer's National Insurance	-	363
Employer's Pension Contributions	803	783
	£38,720	£34,146

No employee received remuneration of more than £60,000 during the year (2020 - Nil).

The average number of staff employed during the year, calculated as full-time equivalents, was as follows:

	2021 No.	2020 No.
Artistic Curation and Management	2	2

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8. Staff Costs & Trustees' Remuneration (Cont.)

Pension benefits are provided through a Group Personal Pension Scheme, which is a defined contribution scheme. The assets of the scheme are held separately from those of the company in a separately administered fund. In the year to 31 March 2021 Workplace Foundation made an employer's contribution of 3% of pensionable pay, provided that the employee makes a minimum contribution of 5%.

These amounts are due to be paid over to the scheme on a monthly basis. Contributions of £1,827 were outstanding at 31 March 2021 (2020: £5,101)

No remuneration has been paid to any Trustees/Directors in the year (2020: Nil), nor were any travel and subsistence expenses were reimbursed to Trustees in respect of their attendance at meetings of the charity (2020: £Nil).

9. Net Income/(Expenditure)

	2021	2020
	£	£
Net income/(expenditure) is stated after charging/(crediting):		
Independent Examiner's Fees	1,200	1,200
Independent Examiner – Other Services	1,800	1,380
Depreciation of owned Fixed Assets	625	-

10. Fixed Assets

	Computer Equipment	Office Equipment	Total
	£	£	£
Cost			
At 1 April 2020	12,366	7,708	20,074
Additions in year	1,874	-	1,874
At 31 March 2021	14,240	7,708	21,948
Accumulated Depreciation			
At 1 April 2020	12,366	7,708	20,074
Charge for year	625	-	625
At 31 March 2021	12,991	7,708	20,699
Net Book Value			
At 31 March 2021	£1,249	£-	£1,249
At 1 April 2020	£-	£-	£-

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11. Stocks

	2021	2020
	£	£
Artwork for Resale	8,035	8,035
	£8,035	£8,035

12. Debtors

	2021	2020
	£	£
Trade Debtors	-	17,202
Grant Debtors	-	26,353
Other Taxes & Social Security Costs	2,388	-
Other Debtors	439	-
Workplace Gallery Limited	350	2,843
Accrued Income	9,313	6,750
Prepayments	1,811	1,266
	£14,301	£54,414

13. Creditors – Amounts Falling Due Within 1 Year

	2021	2020
	£	£
Accruals	7,780	1,655
Credit Card Account	2,064	2,368
Pension Scheme	1,827	5,101
Other Creditors	-	2,077
Other Taxes & Social Security Costs	-	3,363
Trade Creditors	24,875	1,640
	£36,546	£16,204

14. Analysis of Net Assets between Funds

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Fixed Assets	1,249	-	1,249	-
Stocks	8,035	-	8,035	8,035
Debtors	14,301	-	14,301	54,414
Cash at Bank and In Hand	153,323	-	153,323	77,554
Creditors – Amounts Due Within 1 Year	(36,546)	-	(36,546)	(16,204)
	£140,362	£-	£140,362	£123,799

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15. Analysis of Charitable Funds

	Fund at 1 April 2020	Incoming Resources in Year	Resources Expended in Year	Fund at 31 March 2021
	£	£	£	£
Unrestricted Funds				
Charity General Fund	52,642	174,185	(156,465)	70,362
Designated Funds				
Business Interruption Fund	25,000	-	-	25,000
Core Reserve Fund	45,000	-	-	45,000
Total Unrestricted Funds	122,642	174,185	(156,465)	140,362
Restricted Funds				
Henry Moore Foundation	-	3,000	(3,000)	-
Esmee Fairbairn Foundation - TASK	1,157	5,000	(6,157)	-
Total Restricted Funds	1,157	8,000	(9,157)	-
Total Funds	£123,799	£182,185	£(165,622)	£140,362

Name of Designated Fund	Description, Nature & Purpose of the Designated Fund
Business Interruption Fund	To address the perceived risk relating to premises and also against future unforeseen events
Core Reserve Fund	To set aside the minimum funds deemed necessary to manage operational risk and working capital requirements
Name of Restricted Fund	Description, Nature & Purpose of the Restricted Fund
Henry Moore Foundation	Towards the cost of digital infrastructure
Esmee Fairbairn Foundation - TASK	Towards the cost of the TASK project

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16. Related Party Transactions

The charity has a close working relationship with Arts Council England which is a registered charity and has provided significant project funding which enables the charity to carry out its charitable objectives. In total, grant funding of £119,349 (2020: £105,409) was received from Arts Council England in the year.

At 31 March 2021, £Nil was owing to Workplace Foundation from Arts Council England (31 March 2020: £26,353).

Donations from Trustees amounting to £10,000 were made to the charitable company in the year to 31 March 2020.

17. Taxation

The company is a registered charity and no provision is considered necessary for taxation.

18. Financial Commitments

No material financial commitments have been made in respect of future financial periods.

19. Company Limited by Guarantee

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

There is currently 1 member of the company (2020 - 1 member).