

Dancewest London Limited

Annual Report and Financial Statements

31 October 2020

Charity Registration Number 1179424

Registered Company Number: 10991191 (England
and Wales)

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Reference and administrative details of the Charity, its Trustees and advisers

Trustees	Ms A L Todd (Chair) Ms C A Billings (Treasurer, resigned 24 February 2021) Mr J C Chu (appointed 18 February 2021) Ms M El Brogy (appointed 18 February 2021) Ms M Polydorou (Treasurer) Mr K Whelan (appointed 18 February 2021) Ms S L Whiddington
Operating and correspondence address	Lyric Hammersmith London W6 0QL
Registered office	Trojan House 34 Arcadia Avenue London N3 2JU
Charity registration number	1179424
Registered Company number	10991191
Independent examiner	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	HSBC King Street London W6 0DF

Trustees' report Year to 31 October 2020

The Trustees are pleased to present their annual report and accounts for DanceWest London Limited for the year ended 31 October 2020.

The report has been prepared in accordance with Part 8 of the Charities Act 2011.

The financial statements have been prepared in accordance with the accounting policies set out on pages 14 to 16 of the attached financial statements and comply with the charitable company memorandum and articles of association, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

CHAIR'S REPORT

I am delighted to report that in a year of unprecedented challenges caused by the COVID-19 pandemic, which hugely impacted not only the charitable and performing arts sectors from an economic perspective but also the communities we support from a health and wellbeing perspective, DanceWest has really proven its continued relevance and resilience to the highest degree. I am exceptionally proud of the creativity and entrepreneurial spirit DanceWest has demonstrated through adapting to the ever-changing environment from March 2020. Not only was all live activity transformed into online activity, but additional support was put in place for beneficiaries and audiences in order to ensure access.

DanceWest was fortunate enough to receive emergency grant funding from several donors including Arts Council England, DCMS and the National Lottery, in order to support the digital transformation and future-proofing required, so first and foremost I would like to thank our funders for making the continuation and strengthening of our work possible. DanceWest has also continued its commitment to supporting over 50 local freelance artists throughout a time when it has been most vital, reaching almost 10,000 people aged 5 to 75, and for this, thanks must go to all our brilliant community partners, staff and participants.

DanceWest's total income for the year amounted to £128,147 (compared to £111,253 in 2019), with the majority coming from grants (£74,364 compared to £36,713 in 2019), with a total expenditure of £120,890 (compared to £107,831 in 2019) and our net income therefore was £7,257 (compared to £3,422 in 2019). As at 31 October 2020, the Charity held net assets amounting to £42,174 (compared to £34,917 in 2019), and of this balance, funds of £31,591 (compared to £22,249 in 2019) were restricted for specific purposes, leaving unrestricted funds of £10,583 (compared to £12,668 in 2019).

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Anya L. Todd

Chair of Trustees, DanceWest

OBJECTIVES AND ACTIVITIES

The objects of the charitable organisation are:

1. To advance the education of the general public (of all ages and abilities) for the public benefit in the art of dance via: classes, workshops and performances across West London, and in doing so nurture talent, diversity and excellence in dance through participation and learning.
2. To improve the mental and physical health and wellbeing of the general public for the public benefit through dance performing arts related activities at a significantly reduced rate.

DanceWest's mission is to engage people of all ages and abilities in high quality dance activity, enriching the mental, physical health and wellbeing of all people through dance. Dance enriches lives and is the catalyst for positive change in our community.

Our vision is to:

1. Encourage everyone to participate in dance.
2. Use dance to respond to local and individual need.
3. Be open and accessible to everyone.

DanceWest's charitable purposes are delivered through a programme of:

- ◆ **Community Projects** – responding to the local identified need (as described in part 4 of the Achievements and Performance section, below), improving health and wellbeing, giving access to dance directly in our community. All our programmes are professionally produced and engage experienced dance teachers and professional choreographers.
- ◆ **School and University Projects** – supporting dance inside and out of the curriculum creating work experience and training opportunities for future dance professionals.
- ◆ **Performances** – curating and producing performances and bespoke dance events to advance the education of the public in the art of dance.
- ◆ **Classes** – providing inclusive, affordable dance classes for children, young people and adults.
- ◆ **DanceWest Network** – offering professional development, employment and networking opportunities for dance artists.

We believe that Dance has the power to change everyone's lives and we believe that everyone should have the opportunity to access it.

In setting the Charity's objectives and planning its activities, the Trustees have given consideration to the Charity Commission's guidance on public benefit.

ACHIEVEMENTS AND PERFORMANCE

DanceWest has pioneered high-quality dance programmes in West London since 2015 offering a creative response to local and social issues including poor health. DanceWest engages 36,000 people in 72 weekly classes across seven inner & outer west London boroughs. DanceWest is supported by a voluntary board of Trustees, a diverse pool of partners and funded by Arts Council England, the National Lottery and a variety of trusts and foundations. The Charity supports 54 freelance teachers who deliver the community dance programmes and one member of staff (the Chief Executive), who manages the delivery, fundraising and strategic operation of the Charity.

Key achievements for the period of 1 November 2019 – 31 October 2020 included:

1. The Bolder not Older programme expanded into ten care homes, community centres and sheltered housing centres.
2. Commissioned projects expanded with the forming of partnerships and agreements with three housing associations and other charitable organisations.
3. In response to the COVID-19 crisis, DanceWest delivered a cohesive programme of online classes, creative challenges and socially distanced programmes, supported by the National Lottery and Arts Council England, which was delivered from May to October 2020.
4. DanceWest received support from the Department of Culture, Media and Sport's recovery funds to support the core operation of the organisation.

We have identified three core aims for the organisation 2020-2022.

1. Organisational development: Capacity build the organisation to ensure greater resilience in our core infrastructure and operation, and to be in a position to apply to be an Arts Council National Portfolio Organisation in 2022.

2. Capital: To build a home in the London Borough of Hammersmith and Fulham for the organisation from where we can deliver our activities and operate, in order to enable the organisation to diversify income streams and deliver a large programme of evening classes for a wider range of ages.

3. To commit to support our communities through the pandemic both our communities of freelance artists with employment and support, our community of participants with free health and wellbeing activity.

In numbers, we have:

- ◆ Reached 9,900 people through the delivery of an online programme for people aged 5-75.
- ◆ Supported 54 artists with freelance employment.

We have a framework to ensure regular review, critical feedback and debate within the staff, team of freelance artists and with our participants.

ACHIEVEMENTS AND PERFORMANCE (continued)

Co-design

We involve our participants and artists in the design, development of all of our programmes.

Measures

The organisation is working to a business plan set of measures.

Outcomes are set at the start and measured across each programme. We set evaluation periods in each programme in order to monitor the progress and any future learning.

External risks

The Trustees have a risk management strategy which comprises: an annual review of the Charity's risks and the establishment of systems and procedures to mitigate those risks identified in the plan; and the implementation of procedures designed to minimise any potential impact on the Charity should these risks materialise.

The following risks could result in DanceWest being forced to cease operating:

- ◆ **COVID-19 continues to disrupt society** and keep public spaces closed indefinitely. This would prevent DanceWest from resuming the majority of its classes and programmes.
- ◆ **COVID-19 abates** but ongoing social restrictions mean that classes cannot be run in a cost effective manner.
- ◆ **Uncertainty over future income.** DanceWest applies for grants and must wait to see if these have been awarded or not – other, more established charities have a lot of long term supporters who donate yearly, providing a more secure source of income which is currently unavailable to the Charity.

Additionally, the following risks have been considered by the Trustees:

- ◆ **Fundraising targets** not being met due to competition for funds.
- ◆ **Engaging numbers in paid for classes.** Not being able to engage the number of participants in classes due to capacity restrictions.
- ◆ **High staff turnover.** Freelance staff may cease to work with the Charity due to seeking full-time employment, retraining in different fields or being unwell and unable to work due to COVID-19.

FINANCIAL REVIEW

Financial performance

Total income for the year amounted to £128,147 (2019 – £111,253). The major sources of income for the year were grant funding of £74,364 (2019 – £36,713), income raised through the provision of classes to schools and the wider community amounting to £32,693 (2019 – £31,755) and income in respect of commissioned project work of £16,280 (2019 – £3,367).

FINANCIAL REVIEW (continued)

Financial performance (continued)

Charitable expenditure for the year amounted to £120,890 (2019 – £107,831) and net income was therefore £7,257 (2019 – £3,422).

As at 31 October 2020, the Charity held net assets amounting to £42,174 (2019 – £34,917). Of this balance, funds of £31,591 (2019 – £22,249) were restricted for specific purposes, leaving unrestricted funds of £10,583 (2019 – £12,668).

Financial position and reserves policy

DanceWest's aim is to hold free reserves which cover three months' worth core expenditure (roughly £30,000). As at 31 October 2020, the Charity's free reserves, which are represented by its unrestricted funds, amounted to £10,583 and were not therefore at the desired level. As a newly established Charity, most of the funds received by DanceWest are restricted, however it is the Trustees' intention to build reserves to meet the reserves policy by FY2022.

The policy and progress against building reserves is reviewed by the Chair and CEO every six months. With the ongoing COVID-19 pandemic impacting the Charity in the current and following financial year, the Charity's target is to increase free reserves by offering more income generating classes and meet the reserves policy aim by 2022.

Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that there are no material uncertainties related to events or conditions that cast significant doubt on the Charity's ability to continue as a going concern. The Trustees have reviewed the level of funds and cash balances held and the expected level of income and expenditure for twelve months from the date of authorising these financial statements, and consider these to be sufficient for the Charity to be able to continue as a going concern.

STRUCTURE, GOVERNANCE AND MANAGEMENT

DanceWest is West London's community dance organisation and is a registered Charity (1179424) and a registered Company (10991191). The company is established under a memorandum of association which establishes the objects and powers of the charitable company and is governed by articles of association.

Organisational structure and key management personnel

DanceWest consists of three part time office based staff including the Chief Executive. During this period we employed 54 freelance dance specialists to deliver our work.

The key management personnel of the Charity, responsible for directing and controlling, running and operating it on a day to day basis, comprise the Trustees together with the CEO. The Trustees do not receive remuneration for their services as Trustees.

The Trustees set the remuneration of the CEO. Reference is made to remuneration for similar roles in the Charity and private sectors, and the level of responsibilities and skills attaching to the role.

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Recruitment and Appointment of Trustees

DanceWest is governed by a voluntary board of Trustees. The board has responsibility for the management of the Charity, resources and ensuring the Charity's financial wellbeing. All Trustees provide their time voluntarily and have no expenses. Trustees take an active role, attending end of term events; performances and meetings. Our board members share their skills and expertise generously and this includes: financial management, strategic development and personnel.

Trustee induction and training

Trustees are selected based on a skills audit and are provided with a comprehensive induction training prior to joining. All Trustee positions are provided with a written role specification.

Trustees

The following served as Trustees during the year and up to the date of signing this report, except where shown:

Trustee	Appointed / Resigned
Ms A L Todd (Chair)	
Ms C A Billings (Treasurer)	Resigned 24 February 2021
Mr J C Chu	Appointed 18 February 2021
Ms M El Brogy	Appointed 18 February 2021
Ms M Polydorou (Treasurer)	
Mr K Whelan	Appointed 18 February 2021
Ms S L Whiddington	

Anya Todd – Chair

Anya holds an MA from Oxford University in Languages and an MA in International Studies and Diplomacy from SOAS (The School of Oriental and African Studies, University of London). Anya started her career in the Corporate Responsibility Team at KPMG, with responsibilities including the UK donations, skilled volunteering and social inclusion programmes as well as management of KPMG's multi-award winning global pro bono programme. Anya then managed the Community programme for Sainsbury's, with responsibility for the growth of Sainsbury's food donation programme and an increase in customer engagement in the Local Charity scheme. Anya also has experience in the charity sector, having held positions such as Head of Quality and Expansion and subsequently Head of International Volunteering at Restless Development, a youth-led international development charity focused on putting young people at the forefront of change and development in their own countries. Anya has since returned to KPMG as Senior Corporate Responsibility Manager, and oversees KPMG's work in the areas of volunteering, pro bono, place-based regional CR work, Board-level volunteering, KPMG's national charity partnership with the NSPCC and reporting. Anya is passionate about the responsible business agenda, community engagement, youth leadership and empowerment and social inclusion.

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Trustees (continued)

Christine Billings

Christine has a long-term career in fundraising, at first working in the outdoor recreation, science and environmental sector in the US and after moving to the UK, in organisations addressing youth unemployment, social exclusion and adoption support. Christine worked for Rambert Dance Company during their major campaign to relocate to Southbank and then for Siobhan Davies Dance. Christine's first degree is in music and for many years she was a keen choral singer and founded and ran a small children's choir. She holds an MSc in Voluntary Sector Organisation from the London School of Economics and continues to be informally engaged in issues that challenge the wider sector. Now retired, she is active in her local community particularly around environmental issues.

Jon Chu

Jon is the former Course Leader for Dance at Kingston University. He has led institutional, departmental strategy as well as championing Dance provision in Higher Education for twelve years. Jon trained at the Rambert School and performed nationally and internationally with companies including Matthew Bourne's Swan Lake, English National Opera and Glyndebourne Festival Opera. He is a qualified Personal Trainer and Sports Massage Therapist and led curricular delivery on Dance Science and Medicine, Anatomy and Physiology and Injury Prevention and Rehabilitation. Jon now leads a Wellbeing coaching practice for both the Dance and Health & Fitness sectors.

Mars El Brogy

Mars is the Director of Productions for Islam Channel (broadcasting in 140 territories around the world). The former Head of ESI Media, Mars worked across London Live, Evening Standard and The Independent to deliver original video production. Mars is a contributing writer for the Telegraph, Evening Standard and the Independent and the former Content Producer for BBC and Entertainment Development Producer for BBC. Mars is patron of the National Student Television Association; an award in her name 'Mars El Brogy Award for Multimedia Content' is given out every year.

Maria Polydorou – Treasurer

Maria is an Assistant Manager in Audit Corporates at KPMG and a member of the Institute of Chartered Accountants in England and Wales (ICAEW). Originally from Cyprus, Maria spent two years with Macintyre Hudson in the Not-for-profit (N4P) department, with the opportunity to collaborate with large scale charities, N4P organisations as well as schools and Academies supporting with bookkeeping, accounts preparation, independent examination and audit services. Juggling between work and life, Maria says 'dance has played a pivotal role in developing my self-confidence and physical and mental health throughout my teenage years. I am delighted to be the treasurer of a charity that promotes inclusivity and access for everyone in the community to participate in dance'.

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Trustees (continued)

Kerry Whelan

Kerry is the Executive Director and joint Chief Executive of Frantic Assembly, one of the UK's most successful and best loved theatre companies. Prior to that he was Executive Director of multi award-winning dance company, BalletBoyz for 12 years. He has over twenty-five years' experience in the cultural and creative industries and has worked as a theatre producer, venue manager, programmer, arts funder, consultant and advisor. He has produced projects in theatre and film including international tours and projects in the USA, Australia, Africa, India and Europe, shows at Sadler's Wells, The Royal Festival Hall, The Royal Opera House, The National Theatre and The Roundhouse and produced films for the BBC, Channel 4 and Sky Arts including the BalletBoyz feature film *Young Men* which won Rose D'Or and Golden Prague Awards in 2017.

Susan Whiddington

Susan is the founding director of Mousetrap Theatre Projects, a theatre education charity dedicated to creating opportunities for disadvantaged young people and young people with special needs to attend outstanding theatre across London and participate in a range of creative learning projects to offer young people an opportunity to learn new skills, take risks, broaden horizons, be creative and raise aspirations. Prior to this appointment, Susan was the Development Officer for the Society of London Theatre and Project Director for the Association of British Orchestras. Susan is the Vice-Chair of Action for Children's Arts, an Advisory Board Member for Facing History and Ourselves, a member of the International Women's Forum and a Fellow of the RSA. Susan held the office of Chair of John Lyon's Charity for 10 years (retiring in September 2020) and is a past Chair of Democrats Abroad UK.

Transactions with Trustees and related parties

No Trustees receive remuneration or other benefit from their work with the Charity. Any connection between a Trustee or senior manager of the Charity with a production company, contracted dance teacher, choreographer or artists must be disclosed to the full board of Trustees in the same way as any other contractual relationship with a related party. Transactions with related parties are disclosed in the notes to the accounts.

Statement of Trustees' responsibilities

The Trustees (who are also directors of DanceWest London Limited for the purposes of company law) are responsible for preparing the Trustees' report and 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 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;

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Statement of Trustees' responsibilities (continued)

- ♦ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102);
- ♦ make judgements and estimates that are reasonable and prudent;
- ♦ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ♦ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in 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. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

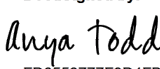
Each of the Trustees confirms that:

- ♦ so far as the Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ♦ the Trustee has taken all the steps that he/she ought to have taken as a Trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the board on and sign on its behalf by:

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Trustee

Approved on: 7/14/2021

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Chief Executive

7/14/2021

Independent examiner's report to the Trustees of DanceWest

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 October 2020.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charitable 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 financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- ◆ accounting records were not kept in respect of the charitable company as required by section 386 of the Act; or
- ◆ the financial statements do not accord with those records; or
- ◆ the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.
- ◆ The financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for Accounting and Reporting by Charities (applicable to charities preparing their accounts in accordance with the financial reporting standard applicable in the UK and Republic of Ireland).

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.

Catherine Biscoe

14 July 2021

Catherine Biscoe
for Buzzacott LLP
Chartered Accountants
130 Wood Street
London EC2V 6DL

Statement of financial activities, including an income and expenditure account 31 October 2020

	Notes	Un-restricted funds £	Restricted funds £	Total funds 2020 £	Un-restricted funds £	Restricted funds £	Total funds 2019 £
Income and endowments from:							
.Donations and legacies	1	2,230	2,150	4,380	13,922	24,361	38,283
.Charitable activities	2	56,093	67,674	123,767	42,970	30,000	72,970
Total income		58,323	69,824	128,147	56,892	54,361	111,253
Expenditure on:							
.Charitable activities	3	60,408	60,482	120,890	46,361	61,470	107,831
Total expenditure		60,408	60,482	120,890	46,361	61,470	107,831
Net (expenditure) income and net movement in funds	5	(2,085)	9,342	7,257	10,531	(7,109)	3,422
Reconciliation of funds:							
Funds brought forward at 1 November 2019		12,668	22,249	34,917	2,137	29,358	31,495
Funds carried forward at 31 October 2020		10,583	31,591	42,174	12,668	22,249	34,917

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derived from continuing activities during the above financial years.

The notes on pages 17 to 20 form part of these statutory financial statements.

Balance Sheet 31 October 2020

	Notes	2020 £	2020 £	2019 £	2019 £
Current assets					
Debtors	8	6,804		14,085	
Cash at bank and in hand		115,334		64,806	
		<u>122,138</u>		<u>78,891</u>	
Current liabilities					
Creditors	9	(79,964)		(43,974)	
Net current assets			<u>42,174</u>		<u>34,917</u>
Net assets			<u>42,174</u>		<u>34,917</u>
The funds of the Charity					
Restricted funds	11	31,591		22,249	
Unrestricted funds		10,583		12,668	
	12	<u>42,174</u>		<u>34,917</u>	

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 October 2020. No notice has been deposited under Section 476 of the Act.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 October 2020 in accordance with Section 476 of the Companies Act 2006.

The Trustees, as directors of the charitable company, acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees and signed on their behalf by:

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Anya Todd
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Trustee

Approved on: 7/14/2021

DocuSigned by:
Rosie Whitney-Fish
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Chief Executive

7/14/2021

The notes on pages 17 to 20 form part of these statutory financial statements

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 October 2020 with comparative information given in respect to the year to 31 October 2019.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Assessment of going concern

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have prepared cash flow forecasts and made this assessment in respect to a period of at least one year from the date of approval of these financial statements.

In spite of the challenges posed by the ongoing COVID-19 pandemic, the Trustees are of the opinion that the Charity has planned carefully in order to meet its liabilities as they fall due and, whilst they acknowledge that there will be challenges ahead, they are of the opinion that the use of the going concern assumption in the preparation of these financial statements is appropriate based on the Charity's current level of cash reserves.

Critical accounting estimates and areas of judgement

The most significant areas of judgement and key assumptions that affect items in the financial statements relate to:

- ◆ estimating and recognising accrued expenditure; and
- ◆ the estimation of future income and expenditure for the purposes of assessing going concern, as discussed above.

With respect to the next reporting period, the future impact of the ongoing COVID-19 pandemic remains the most significant area of uncertainty that may affect the carrying value of assets held by the Charity.

Statement of cash flows

The accounts do not include a cash flow statement because the Charity is exempt from the requirement to prepare such a statement under the Charities SORP (FRS 102).

Income recognition

Income is recognised in the period in which the Charity is entitled to receipt, the amount can be measured reliably and it is probable that the income will be received. Income is deferred only when the Charity has to fulfil conditions before becoming entitled to it or where the donor or funder has specified that the income is to be expended in a future accounting period.

Income comprises donations, grants, income from classes and events and income for commissioned projects.

Donations are recognised when the Charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Grants, are recognised in full in the Statement of Financial Activities as income from charitable activities in the year in which they are receivable.

Income from classes, events and projects is recognised in the accounting year during which the classes, events or projects take place.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

- a. Expenditure on charitable activities comprises costs associated with delivering the Charity's primary charitable purposes as described in the Trustees' report.

Allocation of support and governance costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the Charity it is necessary to provide support in the form of personnel development, financial procedures, provision of office services and equipment and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the Charity (including audit costs) and costs in respect to its compliance with regulation and good practice.

Allocation of support and governance costs (continued)

Support and governance costs are allocated directly to expenditure on charitable activities.

Debtors

Debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the Charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Fund structure

Restricted funds comprise monies raised for, or their use restricted to, a specific purpose, or contributions subject to donor imposed conditions.

General funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the Charity's charitable objects.

Taxation

DanceWest London Limited is a registered Charity and therefore not liable to income tax or corporation tax on income derive from its charitable activities, as these activities fall with the various exemptions available to registered charities.

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the statement of financial activities on a straight-line basis over the term of the lease.

Pension contributions

Contributions in respect of the Charity's defined contribution pension scheme are charged to the statement of financial activities when they are payable to the scheme. The Charity's contributions are restricted to the contributions disclosed in the staff costs note. The Charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

1. Donation and Legacies

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Donations	2,230	2,150	4,380	13,922	24,361	38,283
	2,230	2,150	4,380	13,922	24,361	38,283

2. Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2020 £	Unrestricted funds £	Restricted funds £	Total 2019 £
Grants	6,990	67,374	74,364	6,713	30,000	36,713
Classes	10,628	—	10,628	27,753	—	27,753
School outreach & classes	22,065	—	22,065	4,002	—	4,002
Commissioned projects	16,280	—	16,280	3,367	—	3,367
Events	125	300	425	—	—	—
Sponsorship	—	—	—	890	—	890
Miscellaneous income	5	—	5	245	—	245
	56,093	67,674	123,767	42,970	30,000	72,970

3. Expenditure on charitable activities

	Direct costs £	Support costs (note 4) £	Total funds 2020 £	Direct costs £	Support costs (note 4) £	Total funds 2019 £
Dance classes and programmes	101,908	18,982	120,890	96,080	11,751	107,831

4. Support costs

	2020 Total £	2019 Total £
Support and administration:		
Insurance	734	661
Bank charges	5	6
Office rent	6,030	6,030
Printing	605	185
Postage	94	—
Photography	1,765	—
Subscription fees	—	120
Website development	199	214
IT software and consumables	2,579	305
	12,011	7,521
Governance costs:		
Accountancy fees	2,732	2,146
Independent examiner's fees	3,500	1,850
Professional fees	739	234
	6,971	4,230
	18,982	11,751

5. Net movement in funds

This is stated after charging:

	2020 £	2019 £
Independent examiner's fees (note 4)	3,500	1,850
Staff costs, excluding freelance staff (note 7)	25,123	41,797
Operating lease rentals (note 10)	6,030	6,030

6. Trustees' remuneration

No Trustee received any remuneration or other benefits, including reimbursed expenses, for the year ended 31 October 2020 nor for the period ended 31 October 2019.

7. Staff costs

	2020 £	2019 £
Wages and salaries	24,642	41,367
Social security costs	—	(146)
Pension contributions	481	576
	25,123	41,797
Freelance and consultant staff costs	21,510	—
	46,633	41,797

The average monthly number of employees during the year was as follows:

	2020 Total £	2019 Total £
Charitable Activities	—	2
Management and administration	1	1
	1	3

No employees (2019 – none) received emoluments in excess of £60,000.

The total cost of employing key management in the period amounted to £23,139 (2019 – £23,104).

8. Debtors

	2020 Total £	2019 Total £
Trade debtors	1,795	—
Other debtors	2,520	3,525
Prepayments	2,010	2,900
Accrued Income	479	7,660
	6,804	14,085

9. Creditors

	2020 Total £	2019 Total £
Trade creditors	6,045	9,601
Social security and other taxes	3,166	375
Pension	86	112
Other creditors	1	5,850
Accrued expenses	6,666	9,819
Deferred income	64,000	18,217
Total	79,964	43,974

Deferred income reconciliation:

	2020 Total £	2019 Total £
Deferred income at 1 November 2019	18,217	—
Released during the year	(12,841)	—
Resources deferred in the year	58,624	18,217
Deferred income at 31 October 2020	64,000	18,217

Deferred income relates to grant funding received for use during 2020/21, as well as projects, classes and events due to take place during 2020/21.

10. Lease commitments

The total value of the minimum lease payments under non-cancellable operating leases were as follows:

	2020 £	2019 £
Land and buildings		
Within a year	6,030	6,030
Two to five years	—	6,030
	6,030	12,060

11. Restricted funds

	At 1 November 2019 £	Income £	Expenditure £	Transfers and gains £	At 31 October 2020 £
Bolder Not Older Fund	1,808	23,041	(10,896)	—	13,953
Arts Council Emergency Fund	—	31,469	(29,895)	—	1,574
Lottery Dance for Health Fund	—	5,256	(5,256)	—	—
Move It Mondays Fund	8,879	7,613	(11,790)	—	4,702
Dancing Books Fund	10,562	1,445	(1,445)	—	10,562
Other Restricted Funds	1,000	1,000	(1,200)	—	800
	22,249	69,824	(60,482)	—	31,591

11. Restricted funds (continued)

	At 1 November 2018 £	Income £	Expenditure £	Transfers and gains £	At 31 October 2019 £
<i>Bolder Not Older Fund</i>	17,592	9,661	(25,445)	—	1,808
<i>Move It Mondays Fund</i>	10,766	4,700	(6,587)	—	8,879
<i>Dancing Books Fund</i>	—	40,000	(29,438)	—	10,562
<i>Other Restricted Funds</i>	1,000	—	—	—	1,000
	<u>29,358</u>	<u>54,361</u>	<u>(61,470)</u>	<u>—</u>	<u>22,249</u>

The Bolder Not Older Fund relates to monies provided in support of dance classes for older individuals, which are delivered in sheltered housing, care homes and community centres across seven West London Boroughs.

The Arts Council Emergency Fund relates to funding provided to support the Charity during the COVID-19 pandemic.

The Lottery Dance for Health Fund related to funds for a programme of digital classes for disabled children, adults and adults 65+.

The Move It Mondays Fund represents funds restricted to the provision of dance sessions every Monday for disabled children & young people.

The Dancing Books Fund supports a community dance project to offer free dance classes in libraries for pre-school children and their families.

12. Analysis of net assets between funds

Fund balances at 31 October 2020 are represented by:

	General funds £	Restricted funds £	Total 2020 £	General funds £	Restricted funds £	Total 2019 £
Current assets	10,583	111,555	122,138	27,224	51,667	78,891
Current liabilities	—	(79,964)	(79,964)	(14,556)	(29,418)	(43,974)
Total net assets	10,583	31,591	42,174	12,668	22,249	34,917

13. Related party disclosures

During the year, there was a donation received for £500 from Billings & Botsford (2019 – £nil), which is a related party to DanceWest by virtue of the fact that is controlled by a close family member of Christine Billings, who was a Trustee at the time. No amounts were receivable as at 31 October 2020 (2019 – £nil).