

**REGISTERED CHARITY NUMBER: 1181028**

**REPORT OF THE TRUSTEES  
AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE PERIOD 1 APRIL 2020 TO 31 MARCH 2021  
FOR  
ARTS WITHOUT BOUNDARIES CIO**



## **ARTS WITHOUT BOUNDARIES CIO**

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**ARTS WITHOUT BOUNDARIES CIO**

**REFERENCE AND ADMINISTRATIVE DETAILS**  
**For the period 1 April 2020 TO 31 March 2021**

<b>TRUSTEES</b>	Anne Carwardine (appointed 6.12.2018) (resigned 6.11.2020) Nigel Reed (appointed 6.12.2018) Andrew Fox (appointed 6.12.2018) Philip Wiles (appointed 6.11.2020)
<b>REGISTERED OFFICE</b>	2 Poona Road Tunbridge Wells Kent TN1 1SU
<b>WEBSITE</b>	<a href="https://www.artswithoutboundaries.org.uk">https://www.artswithoutboundaries.org.uk</a>
<b>REGISTERED CHARITY NUMBER</b>	1181028

**ARTS WITHOUT BOUNDARIES CIO**  
**REPORT OF THE TRUSTEES**  
**For the period 1 April 2020 to 31 March 2021**

The trustees of the charity present their report with the financial statements of the charity for the period 1 April 2020 to 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019.

## **INCORPORATION**

The charitable organisation was incorporated on 6 December 2018.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

Arts Without Boundaries is a Charitable Incorporated Organisation (CIO), registered on 6 December 2018. It is governed by a constitution which establishes the objects and powers of the charitable organisation.

### **Organisational structure**

The charity is run by a board of trustees. Currently the trustees carry out the essential administrative tasks of the organisation. They have been assisted in this task by the recruitment of a volunteer bookkeeper in April 2020 and a volunteer fundraiser in December 2020.

The charity is dependent on volunteers for the transport of disabled beneficiaries to the charity's workshops and for organising fundraising events such as public concerts.

A Chief Executive is employed on a part time basis to deliver the charity's services to its beneficiaries in accordance with its objectives and to act as the organisation's spokesperson.

Participants in the charity's activities are encouraged to take on mentoring roles.

### **Recruitment and appointment of new trustees**

In October 2020 the charity welcomed Philip Wiles as a new trustee. Anne Carwardine, a founder trustee, stepped down from her role at the same time. Anne's experience as a Chair and trustee with other charities and Clerk to School Governors brought an invaluable insight into establishing robust operating procedures for Arts Without Boundaries. The charity will continue to seek new trustees who can bring relevant experience and skills to the organisation.

### **Induction and training of new trustees**

The trustees recognise that a diverse range of skills, qualities and experience is required within the board of trustees to enable the charity to meet its objectives. New trustees have an induction talk with the other trustees, are issued with the charity's Trustee Duties and Responsibilities document and will undergo periodic development training in appropriate skills.

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All workshop activities and concert venues are subject to a risk assessment using the charity's established pro-forma.

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The trustees require that tutors and workshop leaders who have contact with children and adults at risk of harm or abuse obtain an appropriate DBS check prior to their appointment. The charity organises DBS checks for its own trustees, employees and volunteers if required.

The trustees review the charity's safeguarding policy on a regular basis and update it according to experience and best practice promulgated through training courses and published government guidance. The charity has recently updated the policy to take account of the increasing use of online platforms for delivering 'virtual' activities.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The objectives of the charity are to support people with disabilities and those facing barriers to participation by running mainstream community arts projects for both disabled and non-disabled people, providing an opportunity to create positive perceptions of disabilities within the community.

### **Public benefit**

Despite the restrictions imposed due to the Covid pandemic, the trustees consider that the charity has continued to meet its obligations to the Charity Commission to deliver its objectives as described above.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Charitable activities**

The restrictions imposed as a consequence of the Covid pandemic brought a halt to all of the charity's planned face to face workshop activities and events planned for the period.

The charity considered it vitally important to maintain contact with its beneficiaries during this period and established online 'virtual' activities to ensure that the charity's objectives were met.

The 'lockdown' created a further barrier for some of the charity's beneficiaries in the form of digital exclusion. Assistance was provided by the Chief Executive to those who required it to enable beneficiaries to participate in live activities and to contribute to virtual concert performances using appropriate online platforms for video conferencing on PC's laptops and mobile phones.

Two virtual music performances, directed by musical director Joe Browne and workshop leader Alex Ribchester, were delivered during the period. These were well received by the public judging by responses on the charity's Facebook page. The performances can be viewed on the charity's website [Projects and Activities – Arts Without Boundaries](#). The second virtual performance included musical contributions from West Kent MIND's Skiffle Group and the This Is Us Youth Dance Company.

A series of six 'Meet the Band' videos was commissioned to remind members of Band Without Boundaries workshops of its communal creative energy and the extraordinary success of its two public performances in the previous financial year. The video interviews were conducted by a member of the band, Tom Wiles, and edited and produced by Alex Ribchester.

A Christmas 'Sing Along' social event on Zoom proved successful and gave beneficiaries an opportunity for general conversation.

In the latter part of the period small group online percussion workshops were launched, hosted by Alex Ribchester and Tom Wiles. These have proved effective, combining creativity and social

**ARTS WITHOUT BOUNDARIES CIO**  
**REPORT OF THE TRUSTEES**  
**For the period 1 April 2020 to 31 March 2021**

interaction. Using this model, small group saxophone sessions commenced at the end of the period led by Joe Browne.

The charity's 'Connecting Communities' project, which commenced during the previous financial reporting period has also been converted to an online format. This project involved conducting surveys on the interests and aspirations of disabled and isolated members of the community and delivering activity workshops to address some of these requirements. The outcomes from the project will inform the charity's development plans.

The charity's Chief Executive participates in the Sevenoaks District Access Group, aimed at improving access for disabled and isolated people in the community, and in the district's Volunteer Sector Forum.

Despite the lockdown, beneficiary numbers have increased by around 10% through the use of virtual platforms for the charity's activities.

**Fundraising activities**

Public fundraising events were not possible during the period due to the Covid pandemic.

Donations were received from both the Sevenoaks and Tunbridge Wells Soroptimists for specific activities. Donations were also received in memory of Ann Hynes, who was active in the local music scene, from her family and friends.

The launch of the two virtual performance videos along with excerpts from the previous year's concerts on Facebook and YouTube attracted donations from members of the public.

Sevenoaks District Council provided resources for the development of the charity's website which was launched in March 2021.

**FINANCIAL REVIEW**

**Income and expenditure**

The charity's incoming resources were £13,814 for the period 1 April 2020 to 31 March 2021.

Outgoing expenditure amounted to £14,715, leaving the charity with a balance of £16,473, of which £2,908 are unrestricted funds. The gross income was less than £25,000 and the charity is therefore not required by law to have an independent examination.

**Reserves policy**

Reserves currently amount to £2,908. It is the intention of the trustees to build the reserves up to a level that can support six months expenditure in the event of any shortfall in funding in the future.

**FUTURE DEVELOPMENTS**

The charity will continue providing services through online interactive and project activities. The trustees will closely review the easing of Covid restrictions to establish when beneficiaries can safely resume face to face workshop activities and social events. This will be done in consultation with the beneficiaries, appropriate authorities and other organisations facing equivalent issues.

Arts Without Boundaries will continue to seek strategic links and partnerships for activities with other organisations that share the objectives and ethos of the charity.

**ARTS WITHOUT BOUNDARIES CIO**  
**REPORT OF THE TRUSTEES**  
**For the period 1 April 2020 to 31 March 2021**

**STATEMENT OF THE TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Annual Report and financial statements in accordance with the requirements of the Charity Commission.

Charity 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 charity and of the incoming resources and applications of the resources including the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charity SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume the CIO 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 charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice for Accounting and Reporting by charities.

Approved by order of the board of trustees on 19<sup>th</sup> April 2021 and signed on its behalf by:



.....  
Andrew Fox Trustee

**ARTS WITHOUT BOUNDARIES**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
for the period 1 April 2020 to 31 March 2021

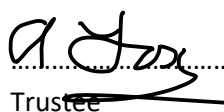
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	last
	Notes	£	£	£	year
<b>TOTAL FUNDS BROUGHT FORWARD</b>		1,443	15,931	17,374	0
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary Income		2,005	7,393	9,398	9,617
Activities for generating funds	2		1,416	1,416	6,982
<b>Incoming resources from charitable activities</b>					
Grants			3,000	3,000	14,497
				0	
<b>Total incoming resources</b>		2,005	11,809	13,814	31,096
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Support costs			1,244	1,244	2,650
Charitable costs			13,472	13,472	11,072
<b>Total resources expended</b>		0	14,715	14,715	13,722
<b>Gross transfers between funds</b>	1	-540	540	0	
<b>NET INCOMING RESOURCES</b>		1,465	-2,366	-901	17,374
<b>TOTAL FUNDS CARRIED FORWARD</b>		2,908	13,565	16,473	17,374



**ARTS WITHOUT BOUNDARIES**  
**BALANCE SHEET**  
**As at 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	Total this year £	Total last year £
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		2,908	13,565	16,473	17,874
<b>CREDITORS</b>					
Amounts falling due within one year		0	0	0	-500
<b>NET CURRENT ASSETS</b>		<u>2,908</u>	<u>13,565</u>	<u>16,473</u>	<u>17,374</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>2,908</u>	<u>13,565</u>	<u>16,473</u>	<u>17,374</u>
<b>NET ASSETS</b>		<u><u>2,908</u></u>	<u><u>13,565</u></u>	<u><u>16,473</u></u>	<u><u>17,374</u></u>
<b>FUNDS</b>					
	5				
Unrestricted funds				2,908	1,443
Restricted funds				13,565	<u>15,931</u>
<b>TOTAL FUNDS</b>				<u><u>16,473</u></u>	<u><u>17,374</u></u>

The financial statements were approved by the Board of Trustees on 19<sup>th</sup> April 2021  
and were signed on its behalf by:

  
.....  
Trustee

## ARTS WITHOUT BOUNDARIES CIO

### NOTES TO THE FINANCIAL STATEMENTS for the period 1 April 2020 to 31 March 2021

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

##### Taxation

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

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular purposes within the objectives of the charity. Restrictions apply arise when specified by the donor or when funds are raised for particular restricted purposes.

For the purpose of simplifying the accounting processes of the charity the trustees agreed to transfer part of the previous year's unrestricted general fund that supported Band Without Boundaries' core costs to the project's restricted fund. The unrestricted fund comprises the charity's reserves only.

#### 2. ACTIVITIES FOR GENERATING FUNDS

<b>Fundraising events</b> - Sevenoaks Soroptimists Quiz Night	£700
Balance of proceeds from Pamoja Hall concert	£716
<b>Total</b>	<b>£1,416</b>

#### 3. TRUSTEES' REMUNERATION, BENEFITS AND EXPENSES

There were no trustees' remuneration or other benefits for the period.

Total of trustees' expenses for the period.	£28
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## STAFF COSTS

Wages and salaries £8,062

The number of employees during the period.

Chief Executive (Part-time)

1

No employee received emoluments in excess of £60,000

## 4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Other creditors 0

## 5. MOVEMENT IN FUNDS

	Net movement in funds	at 31.3.21	at 31.3.20
	£	£	£
<b>Unrestricted Funds</b>			
Reserves	1,465	2,908	1,443
<b>Restricted Funds</b>			
Band Without Boundaries	684	8,609	7,925
Connecting Communities	-3,050	4,956	8,006
	<u>-2,366</u>	<u>13,564</u>	<u>15,931</u>
<b>Total Funds</b>	<u>-901</u>	<u>16,473</u>	<u>17,374</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
Reserves (Note 1)	2,005	540	1,465
<b>Restricted funds</b>			
Band Without Boundaries	12,349	11,665	684
Connecting Communities	0	3,050	-3,050
	<u>12,349</u>	<u>14,715</u>	<u>-2,366</u>
<b>Total Funds</b>	<u>14,354</u>	<u>15,255</u>	<u>-901</u>

**ARTS WITHOUT BOUNDARIES**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the period 1 April 2020 to 31 March 2021**

	Total funds £	Total last year £
<b>TOTAL FUNDS BROUGHT FORWARD</b>	17,374	0
<b>INCOMING RESOURCES</b>		
<b>Voluntary Income</b>		
Donations	9,398	9,617
<b>Activities for generating funds</b>		
Fundraising events	1,416	6,982
<b>Incoming resources from charitable activities</b>		
Grants	3,000	14,497
<b>Total incoming resources</b>	13,814	31,096
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Staff (payroll)	8,833	5,346
Staff (self-employed)	4,639	4,670
Professional costs	0	761
Musical instruments	0	295
<b>Total</b>	13,472	11,072
<b>Support costs</b> (Listed according to revised cost centres. Previous year shows total only)		
<b>Other</b>		
Mobile phone	88	
Website	242	
Bank fees	72	
Postage	5	
Insurance	296	
Venue Costs	0	
Training	27	
Advertising & Marketing	240	
Volunteer Expenses	0	
Travel	92	
Other Project Expenses	106	
Other Organisational Expenses	0	
Additional Events	75	
<b>Total</b>	1,244	2,150
<b>Governance</b>		
Independent examination		500
<b>Total resources expended</b>	14,715	13,722
<b>NET INCOMING RESOURCES</b>	-901	17,374
<b>TOTAL FUNDS CARRIED FORWARD</b>	16,473	17,374

This page does not form part of the statutory financial statements.