

# CAMBRIDGE COMMUNITY ARTS

England & Wales · Charity number 1187718

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [08934371](#)

**Registered** 2020-02-03

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

## Contact

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**Email** [info@camcommarts.org.uk](mailto:info@camcommarts.org.uk)

**Website** [www.camcommarts.org.uk](http://www.camcommarts.org.uk)

## Activities

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**Objects:** TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT BY PREVENTING PEOPLE FROM BECOMING SOCIALLY EXCLUDED, RELIEVING THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY, PARTICULARLY BUT NOT EXCLUSIVELY THROUGH THE PROVISION OF ARTS-BASED ACTIVITIES.FOR THE PURPOSE OF THIS CLAUSE SOCIALLY EXCLUDED MEANS BEING EXCLUDED FROM SOCIETY, OR PARTS OF SOCIETY, AS A RESULT OF ONE OR MORE OF THE FOLLOWING FACTORS: UNEMPLOYMENT; FINANCIAL HARDSHIP; YOUTH OR OLD AGE; ILL HEALTH (PHYSICAL OR MENTAL); SUBSTANCE ABUSE OR DEPENDENCY INCLUDING ALCOHOL AND DRUGS; DISCRIMINATION ON THE GROUNDS OF SEX, RACE, DISABILITY, ETHNIC ORIGIN, RELIGION, BELIEF, CREED, SEXUAL ORIENTATION OR GENDER RE-ASSIGNMENT; POOR EDUCATIONAL OR SKILLS ATTAINMENT; RELATIONSHIP AND FAMILY BREAKDOWN; POOR HOUSING (THAT IS HOUSING THAT DOES NOT MEET BASIC HABITABLE STANDARDS); CRIME (EITHER AS A VICTIM OF CRIME OR AS AN OFFENDER REHABILITATING INTO SOCIETY).

**Activities:** CCA runs a programme of high quality creative arts courses and clubs across a wide range of subjects (Visual, Digital and Performing Arts) for adults with health conditions (mental or physical), disabilities or learning differences in Cambridge and Fenland. Our aim is social inclusion and the improvement of mental health.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Disability, Arts/culture/heritage/science
- **Who:** People With Disabilities, Other Defined Groups

## Geography

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- Cambridgeshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-07-31	£271,328	£270,655	-	-
2023-07-31	£319,400	£366,822	-	-
2022-07-31	£296,027	£301,847	-	-
2021-07-31	£225,552	£237,065	-	-

## Trustees

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Name	Role	Appointed
Angela Moodie		2024-12-10
Anthony Rosella		2023-08-22
Basseyy Orok Okon		2023-04-23
Julie Brophy		2024-03-13
Katharine Frances Collins		2023-03-15
MARTIN WOODHEAD		2024-06-11
Mark Robertson		2024-12-10
Matthew William Boham Bryan		2021-07-14
Rebecca Kelly		2024-06-11
Sophie Deborah Baillie		2021-12-15

**CAMBRIDGE COMMUNITY ARTS**

England & Wales - Charity number 1187718

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# Accounts

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# Cambridge Community Arts

A company limited by guarantee

ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 July 2024

*Empowering People Creatively*

Company Number: 08934371  
Charity Number: 1187718

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“ I have both mental and physical health challenges and CCA gives me a really positive experience of something to look forward to each week ”

The Trustees of Cambridge Community Arts (the Charity) present their annual report together with the unaudited financial statements of the charitable company for the year ended 31 July 2024. The administrative information from page 17 forms part of this report.

## **Objects & Objectives for the public benefit**

The charitable object of Cambridge Community Arts (CCA) is to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society, particularly but not exclusively, through the provision of arts-based activities.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards); crime (either as a victim of crime or as an offender rehabilitating into society). CCA also considers those with caring responsibilities to be at risk of social exclusion.

CCAs' vision is of healthier communities empowered by their own creativity.

Our mission is supporting adults to overcome barriers to social inclusion through creative participation and learning.

Our values encompass everything we do. These are: Welcoming, Empathetic, Inclusive, Respectful & Empowering.

Our guiding principles underpin everything we do:

- The quality and integrity of our work are paramount.
- Creativity and wellbeing are central to all we do.
- Collaboration (with team members, trustees, learners, creative practitioners, funders, and all partners) is key to our success

The Trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning the Charity's future activities and believe that the activities of the Charity clearly demonstrate a direct public benefit. Our main activities and who we try to help are described below. All our charitable activities focus on the promotion of social inclusion and assisting those who are socially excluded to integrate into society and are undertaken to further our charitable purposes for the public benefit.

## Review of the year

Equality, diversity and inclusion are integral to our work as we reach out to minoritised communities and give them a voice through their creative expression.

### Courses

CCA ran the following programme of creative arts activities for adults at risk of social exclusion in a variety of community centres across Cambridge and Fenland:

**2 x year-long programmes** in Visual Arts and Music for Performance. These programmes were each divided into three courses.

#### **23 x 8-week (in-person) courses** in:

- An Introduction to Mindful Photography
- Arranging Music
- Art in Nature
- Beginners Guitar
- Conversations with Clay
- Creative Writing: Experimenting with Words and Stories
- Discover Drama
- Discover Oil Pastels
- Drawing and Colour
- Exploring Arts
- Fabric Printmaking
- Little Book of Stiches x 4
- Painterly Printmaking
- Printing in Nature
- Printing with Light x 2
- Relief Printmaking
- Selling your Work- Visual Arts and Crafts
- Writing for Children
- You Can Write a Novel

#### **6 x 8 week (live online) courses** in:

- Abstract Landscape Painting
- An Introduction to Screenwriting
- Become a Nature Poet
- Expressive Painting
- Painting Nature
- Writing: How We Live Now

CCA has developed an exceptional level of quality of delivery through continual professional development, and provision of mental wellbeing support to all staff and volunteers. All staff and volunteers have DBS checks and are trained in safeguarding and prevent. All CCA creative tutors are suitably qualified (degree in relevant subject area or teaching qualification PTLLS Level 3 or higher) and have experience working with adults who may be at risk. Tutors receive

specific training in maintaining boundaries to ensure they have clarity on their role as creative tutor. Support for participants to attend, engage and enjoy courses is offered by the experienced CCA team who are trained to signpost to appropriate services if needs are disclosed.

## **Projects**

### **Next Steps Coaching**

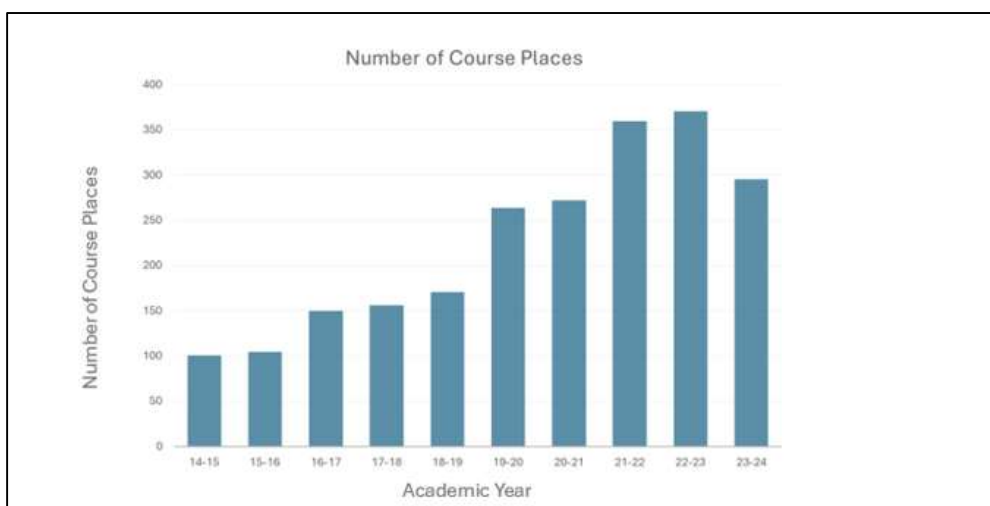
Funding from Cambridge City Council, which commenced in April 2024 for 48 weeks, provided individual coaching for 36 unemployed or economically inactive city residents. The Next Steps coaching targets learners who are nearing the completion of CCA creative courses and provides opportunities for them to think about how they can continue to build their confidence and develop their skills, towards volunteering and even employment. On average people meet with a coach weekly for six weeks, but the service is tailored to suit individual needs.

### **Creative Fenland**

'Creative Fenland' is a CCA project that engages socially isolated people through arts and crafts activities designed for mental wellbeing in the Fenland area. It provides opportunities for Creative Practitioners in Fenland for employment, skills development, and networking and creative arts courses for adults at risk of social exclusion due to their health, developed with local partners and communities. The project was initially supported by Arts Council England and the National Lottery Fund until April 2024 and has recently received a grant from the UK Government Know Your Neighbourhood fund supporting activities until April 2025. It is one of 90 projects in the UK selected by UK Government and is part of an evaluation of the most effective ways to tackle loneliness and to promote volunteering in disadvantaged areas.

## **Achievements and performance**

CCA and Creative Fenland provided 864 guided learning hours. 296 course places directly benefited learners from the courses and projects.



Our overall achievement (attending at least 6 of 8 course sessions) average was 87.5%<sup>1</sup>. Overall retention of learners was 92%. These high achievement levels testify to the quality of delivery and commitment of our adult learners who face many barriers to learning.

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<sup>1</sup> 87.5% achievement means of those who started the course, 87.5% attended at least 80% of the scheduled course sessions

Our course learners have complex health conditions. Of the 23-24 cohort, 70% had a mental health condition, 54% had a physical health condition or disability, 12% had a learning difficulty or difference and 17% had an unpaid caring responsibility.

Of the 70% of learners with mental health conditions diagnoses include depression, anxiety, post traumatic stress disorder, personality disorder, schizophrenia, bipolar disorder, psychosis and obsessive compulsive disorder.

50% of learners included improving mental wellbeing as a top reason for taking a course and a further 11% were looking to use the course as part of a mental health recovery. 57% of learners were looking to improve their arts skills and another 10% were looking to meet new people.

“There is no other institution like CCA. They understand, they are supportive and extremely helpful’. *Anna, An Introduction to Mindful Photography*

‘I have been able to participate in several of CCA’s courses...I have always felt welcome and encouraged. My skills have improved as has my confidence. I am unable to socialise and CCA’s online courses have given me friendship, like minded companions and an outlet for my creativity. I hope there are more courses in the future, they have been a lifeline’. *Susan, Painting Nature.*

#### Outcomes reported by course learners:

- 89% reported improved art-form skills (22/23: 83%).
- 76% reported improved confidence (22/23: 79%).
- 73% had an improved sense of wellbeing (22/23: 64%).
- 63% said their mental health had improved with 46% of learners reporting they were managing their mental health better (22/23: 58%).
- 58% of people felt less isolated (22/23: 59%).
- 39% felt they were taking part in more community activities (22/23: 40%).
- 24% felt they had gained employability skills (22/23: 13%).

Data from the Short Warwick & Edinburgh Wellbeing Scale showed a statistically significant positive increase in wellbeing. The number of people with low wellbeing before the course was reduced after the course CCA filled a gap in provision in geographical areas of extreme deprivation including North Cambridge and Fenland delivering in a range of community centres.



### **Contributions made by volunteers**

The creative learning programme was run by professional creative tutors who were supported by volunteers. This role offers valuable experience and volunteers included past learners (beneficiaries) and artists wishing to develop careers in Community Arts for Health.

Two previous learners voluntarily provided the role of Learner Rep, receiving peer feedback from all long courses and reflecting this to the Community Advisory Panel.

During the year Jane Rich, CCA's founder and Chief Executive Officer (CEO) resigned after 10 years and the trustees appointed an Interim CEO, Emily Jolley for a two-year fixed term (with option to continue) from May 2024.

### **Strategic objectives**

CCA prepared an integrated strategy to guide the future development of the charity in May 2024. It was developed through inclusive consultation involving:

- our creative community of learners, tutors, volunteers, stakeholders and partners via an online survey; and
- our staff and trustees – via strengths, weakness, opportunities and treats (SWOT) analysis and team/workshop discussions

CCA's Strategy sets the agenda for shaping CCA's activities over the next 24 months, ensuring CCA meets its strategic objectives while remaining true to its values. The strategy is structured by the following four strategic pillars which were identified during the workshop sessions and which provided a framework for testing and prioritising proposed actions and ideas:

1. Financial sustainability – diversify income; manage and resource sustainable growth
2. Values-driven communication – expand our reputation; show the difference we make
3. Inclusive tailored support – in response to the needs of our communities
4. Commitment to excellence - maintain the highest standards, quality assured.

### **Going concern implications**

The Trustees have identified that the sudden loss of income and non-renewal of material grants is the largest risk to the charity. This risk materialised post year end, with the removal of the previously available funding from Cambridge Regional College which ceased in July 2024.

The Trustees have reviewed the charity's reserves, cashflow position, and financial forecast for the year 2024/25, as well as the 12 months following the approval of these accounts. Despite some remaining uncertainty, the charity continues to operate normally. Reserves and cashflow are positive as of the date of signing the accounts, and therefore, the Trustees have assessed the charity as a going concern.

## Financial Review

In 2023/24 the majority of CCA's Charities income came from contracts which were ongoing and core funding sources for the Charity. However, during the course of the year we saw an increase in restricted funding focussed on service delivery in the Fenland area and a reduction from the unrestricted funding being used in conjunction with Cambridge Regional College focussing on Cambridge itself.

The net result for the year was a profit of £673 which was a significant turnaround from last year's position reported as a loss of £47,422 and following a loss of £5,820 in 2022.

	2022	2023	2024
Unrestricted reserves	63,397	7,059	10,667
Restricted reserves	7,325	16,241	13,306
<b>Total reserves</b>	<b>70,722</b>	<b>23,300</b>	<b>23,973</b>
Net (loss) / surplus	(5,820)	(47,422)	673

## Reserves policy

CCA's reserves policy is to retain 3 month's essential operational costs and 1 month's delivery costs in reserve. This includes staff salaries and committed monthly payments. The purpose of the reserves policy is:

- To identify possible unplanned circumstances that require finance outside the planned budget.
- To identify the risks to CCA.
- To identify the target amounts to hold in reserve.

During the year, the Trustees, in accordance with the Charity Commission's guidance (Charity Commissioners Booklet CC19 'Charity Reserves'), reviewed its reserves and after assessing the potential threats and risks agreed that its policy should be to maintain sufficient general reserves to ensure the continued avoidance of net current liabilities and to provide sufficient liquid resources to meet both revenue and capital needs.

Grants received for specific projects are held in a **restricted fund**: the balance at the end of the year was £13,306 (2023: £16,241). It is anticipated that these resources will be spent in the coming year.

## Going Concern

The Trustees have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. This includes financial progress after our report to the Charities Commission on 30/06/24 when it became clear that funding for 24/25 was no longer available from our core source Cambridge Regional College. The Trustees have made this assessment for a period of at least one year from the date of approval of these financial statements.

In particular, the Trustees have considered the Charity's forecasts and projections. After making enquiries, and modelling forecasted financial performance the Trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing these financial statements.

## **Risk Review**

The Trustees have conducted their own review of the major risks, financial, physical and operational to which the Charity is exposed, and systems have, if necessary, been modified to mitigate those risks, for example introducing regular forecasting

cadences, monthly finance reviews and monthly reserves policy reviews. Procedures have been put in place to minimise both external and internal risks and these procedures are reviewed annually to ensure that they still meet the needs of the Charity.

## **Structure, Governance and Management**

The organisation is a charitable company limited by guarantee incorporated in England and Wales, on 11 March 2014 and registered as a Charity with the Charity Commission on 3rd February 2020. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association, amended by special resolution on 4 July 2019.

Trustees meet as a full Board at least four times a year. There is also:

- a Finance SubCommittee which meets no less than three times a year; currently it aims to meet each month; and
- a People SubCommittee, which meets no less than three times a year.

Trustees have delegated day to day management to senior staff.

## **Statement of Trustees' Responsibilities**

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

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the 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 (FRS 102);
- 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 presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the 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.

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Trustees



Kate Collins , Chair

dated: 22 April 2025

**Cambridge Community Arts Statement of Financial Activities (incorporating an Income & Expenditure Account) for the year ended 31 July 2024**

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
<b>Income from</b>							
Grants	2	32,780	139,619	172,399	7,000	136,301	143,301
Charitable activities	3	93,493	-	93,493	171,364	-	171,364
Donations		5,436	-	5,436	4,299	-	4,299
Other		-	-	-	436	-	436
<b>Total income</b>		<b>131,709</b>	<b>139,619</b>	<b>271,328</b>	<b>183,099</b>	<b>136,301</b>	<b>319,400</b>
<b>Expenditure on</b>							
Raising funds:	4	2,790	-	2,790	4,687	-	4,687
Charitable activities:	5	125,311	142,554	267,865	234,750	127,385	362,135
<b>Total expenditure</b>		<b>128,101</b>	<b>142,554</b>	<b>270,655</b>	<b>239,437</b>	<b>127,385</b>	<b>366,822</b>
<b>Net (expenditure) / income for the year</b>		<b>3,608</b>	<b>(2,935)</b>	<b>673</b>	<b>(56,338)</b>	<b>8,916</b>	<b>(47,422)</b>
<b>Net movement in funds</b>		<b>3,608</b>	<b>(2,935)</b>	<b>673</b>	<b>(56,338)</b>	<b>8,916</b>	<b>(47,422)</b>
<b>Balances at 1 August</b>		<b>7,059</b>	<b>16,241</b>	<b>23,300</b>	<b>63,397</b>	<b>7,325</b>	<b>70,722</b>
<b>Balances at 31 July</b>		<b>10,667</b>	<b>13,306</b>	<b>23,973</b>	<b>7,059</b>	<b>16,241</b>	<b>23,300</b>

All amounts relate to continuing activities. There were no recognised gains or losses other than those included above.

The notes on pages 12 to 17 form a part of these financial statements.

## Cambridge Community Arts Balance Sheet as at 31 July 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
<b>Current Assets</b>							
Debtors	8	-	-	-	3,054	-	3,054
Cash at bank and in hand		18,780	13,306	32,086	17,513	16,241	33,754
		18,780	13,306	32,086	20,567	16,241	36,808
<b>Creditors: amounts falling due within one year</b>	9	(8,113)	-	(8,113)	(13,508)	-	(13,508)
<b>Net current assets</b>		10,667	13,306	23,973	7,059	16,241	23,300
<b>Total Net Assets</b>		<b>10,667</b>	<b>13,306</b>	<b>23,973</b>	<b>7,059</b>	<b>16,241</b>	<b>23,300</b>
<b>Funds</b>							
General reserve		10,667	-	10,667	7,059	-	7,059
Designated funds		-	-	-	-	-	-
Total unrestricted funds		10,667	-	10,667	7,059	-	7,059
Restricted funds		-	13,306	13,306	-	16,241	16,241
		<b>10,667</b>	<b>13,306</b>	<b>23,973</b>	<b>7,059</b>	<b>16,241</b>	<b>23,300</b>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard 102. Company number 08934371

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Trustees, and authorised for issue, on



Kate Collins (Chair)

The notes on pages 12 to 17 form a part of these financial statements.

**Cambridge Community Arts**  
**Notes to the Financial Statements for the year ended 31 July 2024**

**1 Accounting Policies**

**Basis of preparation**

These financial statements are prepared on a going concern basis, as modified by the revaluation of investments, under the historical cost convention.

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

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

The presentation currency is the British £.

**Going Concern**

The trustees have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of these financial statements. In particular, the trustees have considered the Charity's forecast and projections and have taken account of pressures on investments.

After making enquiries the trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing these financial statements.

**Critical accounting estimates and areas of judgement**

The preparation of the financial statements requires the Trustees and management to make significant judgements and estimates.

The items in the financial statements where such judgements and estimates have been made include estimating the useful economic life of fixed assets.

**Cash at bank and in hand**

Cash at bank and in hand is taken to mean cash and short term highly liquid investment deposits with a maturity date of three months or less.

## 2 Grants

**Accounting policy:** Income from grants is recognised gross when notification of approval is received and treated as unrestricted unless they are specifically restricted by the donor.

	Unrestricted 2024 £	Restricted 2024 £	TOTAL 2024 £	Unrestricted 2023 £	Restricted 2023 £	TOTAL 2023 £
Cambridge City Council	-	14,943	14,943	-	8,000	8,000
Cambs Community Foundation	-	124,676	124,676	7,000	18,948	25,948
Arts Council England	9,770	-	9,770	-	69,240	69,240
CRC Live	23,010	-	23,010	-	-	-
BBO	-	-	-	-	38,620	38,620
DWP - Kickstart	-	-	-	-	1,493	1,493
	<b>32,780</b>	<b>139,619</b>	<b>172,399</b>	<b>7,000</b>	<b>136,301</b>	<b>143,301</b>

## 3 Income from charitable activities

**Accounting policy:** Incoming resources from charitable activities is included gross when it is due.

	Unrestricted 2024 £	Restricted 2024 £	TOTAL 2024 £	Unrestricted 2023 £	Restricted 2023 £	TOTAL 2023 £
Contracts	89,668	-	89,668	162,138	-	162,138
Learner fees	3,825	-	3,825	9,226	-	9,226
	<b>93,493</b>	<b>-</b>	<b>93,493</b>	<b>171,364</b>	<b>-</b>	<b>171,364</b>

## 4 Raising funds

**Accounting policy:** expenditure on raising funds consists of cost of marketing the learner programme

	Unrestricted 2024 £	Restricted 2024 £	TOTAL 2024 £	Unrestricted 2023 £	Restricted 2023 £	TOTAL 2023 £
Marketing	2,790	-	2,790	4,687	-	4,687

## 5 Charitable activities costs

**Accounting policy:** Resources expended are recognised in the period in which they are incurred and include irrecoverable VAT where applicable. Resources are allocated to the particular activity where the cost relates directly to an activity. Salary costs are allocated on the basis of hours worked. Support and governance costs are allocated based on an estimate of staff time.

	<b>Learner programme 2024 £</b>	<b>Learner programme 2023 £</b>
<b>Costs directly allocated to activities</b>		
Tutor fees	45,554	61,476
Course costs	14,732	29,159
Events	1,032	1,875
Staff costs	168,261	224,515
Training	1,040	389
<b>Support costs allocated to activities</b>		
Professional fees	11,758	13,753
Insurance	1,322	1,254
Premises costs	9,833	11,800
Office costs	6,632	10,879
Travel	3,445	2,791
IT	4,256	4,243
	<u>267,865</u>	<u>362,134</u>

## 6 Staff Costs and remuneration of key management personnel

	<b>2024 £</b>	<b>2023 £</b>
Wages and salaries	159,556	206,486
Social security	4,471	13,057
Other pension costs	2,334	4,094
	<u>166,361</u>	<u>223,637</u>

The Trust considers its key management personnel comprise the trustees and the Charity CEO. The total employment benefits including pension contributions of the key management personnel were £44,456 (2023: £34,363)

	<b>2024</b>	<b>2023</b>
Average number of employees	<u>9</u>	<u>11</u>

No member of staff was paid a salary in excess of £60,000.

The above numbers do not include Trustees who are not permitted to receive remuneration for their duties.

No Trustee was reimbursed travel expenses incurred on Charity business (2023: nil).

## 7 Pensions

**Accounting policy:** The Charity contributes to the personal pension policies of employees. Its commitment to these defined contribution schemes is limited to the contributions payable, which are accounted for as expenditure in the year in which they are incurred.

	2024	2023
	£	£
Pension contribution	<u>2,334</u>	<u>4,094</u>

## 8 Debtors

**Accounting policy:** other debtors are shown as the amount due. Prepayments are valued at the amount prepaid. Debtors are considered to be basic financial instruments under FRS 102.

	2024	2023
	£	£
Other debtors	-	3,054
	<u>-</u>	<u>3,054</u>

## 9 Creditors: Amounts falling due within one year

**Accounting policy:** creditors and provisions are recognised when the Charity has a present obligation resulting from a past event which will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement value. With the exception of accruals, creditors are considered to be basic financial instruments under FRS102 and are measured at fair value.

	2024	2023
	£	£
Trade creditors	5,609	8,340
Tax and Social Security	1,005	5,168
Other creditors	1,499	-
	<u>8,113</u>	<u>13,508</u>

## 10 Funds

**Accounting policy:** Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the objects of the charity. Designated funds are unrestricted funds earmarked by the Trustees for particular purposes. Restricted funds are subject to restrictions on their spending, imposed by the donor.

	<b>Balance at 1 August 2023</b>	Incoming Resources	Resources Expended	Transfers	<b>Balance at 31 July 2024</b>
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General reserve	7,059	131,709	128,101	-	10,667
Designated Funds	-	-	-	-	-
	<u>7,059</u>	<u>131,709</u>	<u>128,101</u>	<u>-</u>	<u>10,667</u>
<b>Restricted Funds</b>	<u>16,241</u>	<u>139,619</u>	<u>142,554</u>	<u>-</u>	<u>13,306</u>
<b>Total Funds</b>	<b><u>23,300</u></b>	<b><u>271,328</u></b>	<b><u>270,655</u></b>	<b><u>-</u></b>	<b><u>23,973</u></b>

**Designated Funds** Funds which were set aside for development of future projects utilised in the year.

**Restricted Funds** The Charity receives occasional grants and donations for specific charitable purposes. Any balances will be spent in the coming year to complete the projects.

## 11 Administrative information

**Company number:** 8934371

**Charity number:** 1187718

**Registered Office** 16-18 Arbury Court  
Cambridge  
CB4 2JQ

**Trustees** who are also directors under company law, who served during the year and up to the date of this report were as follows:

Qazi Arsalan (resigned 15 February 2024)  
Sophie Baillie  
Julie Brophy (appointed 13 March 2024)  
Matthew Bryan  
Katharine Collins (Chair from 14 December 2023)  
Kim Cridland (resigned 13 March 2024)  
Rebecca Kelly (appointed 11 June 2024)  
Emma Lowe (appointed 13 March 2024)  
Angela Moodie (appointed 10 December 2024)  
Alice Newton (Chair) (resigned 13 December 2023)  
Bassey Orok Okon (appointed 23 April 2023)  
Mark Robertson (appointed 10 December 2024)  
Anthony Rosella (appointed 22 August 2023)  
Michael Thelwall (resigned 13 February 2024)  
Martin Woodhead (appointed 11 June 2024)

**Key management personnel** Jane Rich CEO & Company Secretary (resigned 30 April 2024)  
Emily Jolley CEO from 1 May 2024

**Independent Reviewer** Gary Eves FCCA  
Fairway Tax and Accounting Limited,  
Chartered Certified Accountants  
11c Alma Road  
Snettisham  
Norfolk  
PE31 7NY

**Bankers** Co-op Bank  
PO Box 250  
Skelmersdale  
WN8 6WT

## Cambridge Community Arts Independent Examiner's Report to the Trustees of Cambridge Community Arts

### Respective responsibilities of trustees and examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

### Basis of independent examiner's report

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

### Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gary Eves FCCA  
Association of Chartered Certified Accountants  
Fairway Tax and Accounting Limited  
Chartered Certified Accountants  
11c Alma Road  
Snettisham, Norfolk. PE31 7NY  
22nd April 2025



**CAMBRIDGE COMMUNITY ARTS**

England & Wales - Charity number 1187718

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# Accounts

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# Cambridge Community Arts

A company limited by guarantee

ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 July 2023

*Empowering People Creatively*

Company Number: 08934371  
Charity Number: 1187718

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*“ I have both mental and physical health challenges and CCA gives me a really positive experience of something to look forward to each week ”*

The Trustees of Cambridge Community Arts (the Charity) present their annual report together with the unaudited financial statements of the charitable company for the year ended 31 July 2023. The administrative information on page 17 forms part of this report.

### **Objects & Objectives for the public benefit**

The charitable object of Cambridge Community Arts (CCA) is to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society, particularly but not exclusively, through the provision of arts-based activities.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards); crime (either as a victim of crime or as an offender rehabilitating into society). CCA also considers those with caring responsibilities to be at risk of social exclusion.

CCAs' vision is of healthier communities empowered by their own creativity.

Our mission is supporting adults to overcome barriers to social inclusion through creative participation and learning.

Our values encompass everything we do. These are: Welcoming, Empathetic, Inclusive, Respectful & Empowering.

Our guiding principles underpin everything we do:

- The quality and integrity of our work are paramount.
- Creativity and wellbeing are central to all we do.
- Collaboration (with team members, trustees, learners, creative practitioners, funders, and all partners) is key to our success

The Trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning the Charity's future activities and believe that the activities of the Charity clearly demonstrate a direct public benefit. Our main activities and who we try to help are described below. All our charitable activities focus on the promotion of social inclusion and assisting those who are socially excluded to integrate into society and are undertaken to further our charitable purposes for the public benefit.

## Review of the year

Equality, diversity and inclusion are integral to our work as we reach out to minoritized communities and give them a voice through their creative expression.

## COURSES

CCA ran the following programme of creative arts activities for adults at risk of social exclusion in a variety of community centres across Cambridge and Fenland:

**6 x year-long programmes** in Creative Writing, Drama, Music for Performance, Music Production, Photography and Visual Arts. These programmes were each divided into three courses.

### **32 x 8-week (in-person) courses in:**

Art in Nature	Drawing + Colour (Fenland) x 2
Art Journalling (Fenland) x 2	Impressions in Paint (Fenland) x 2
Beginners Guitar	Introduction to Digital Animation
Block Print & Stitch	Introduction to Stop Motion Animation
Blues Guitar	Latin American Dances
Bookbinding	Music Performance (Fenland)
Conversations With Clay x 3	Nature Writing x 2
Creative Writing: Experimenting with Words & Stories	Nature Writing (Fenland)
Creative Writing: How to Tell a Story	Pencil + Watercolour (Fenland)
Digital Illustration x 2	Relief Printmaking (Fenland)
Discover Oil Pastels	Selling Your Work
	Singing for Wellbeing x 2

### **6 x 8-week (live online) courses in:**

Expressive Painting	Screenwriting for Beginners x 2
Fun with Illustration	Writing Prose Fiction
Nature Sketchbook	

## PROJECTS

### **Next Steps**

Funding by National Lottery Community Fund and the European Social Fund through the Building Better Opportunities for the Next Steps project ended in March 2023. Between 2018-2023 the project held 22 events, had 92 employer engagements, and provided support to 102 people enabling them to continue their journey towards employment. Outcomes included 21 moving into employment, 43 taking steps towards self-employment of making money from their creative practice, 42 into training or further education and 17 moved into volunteering.

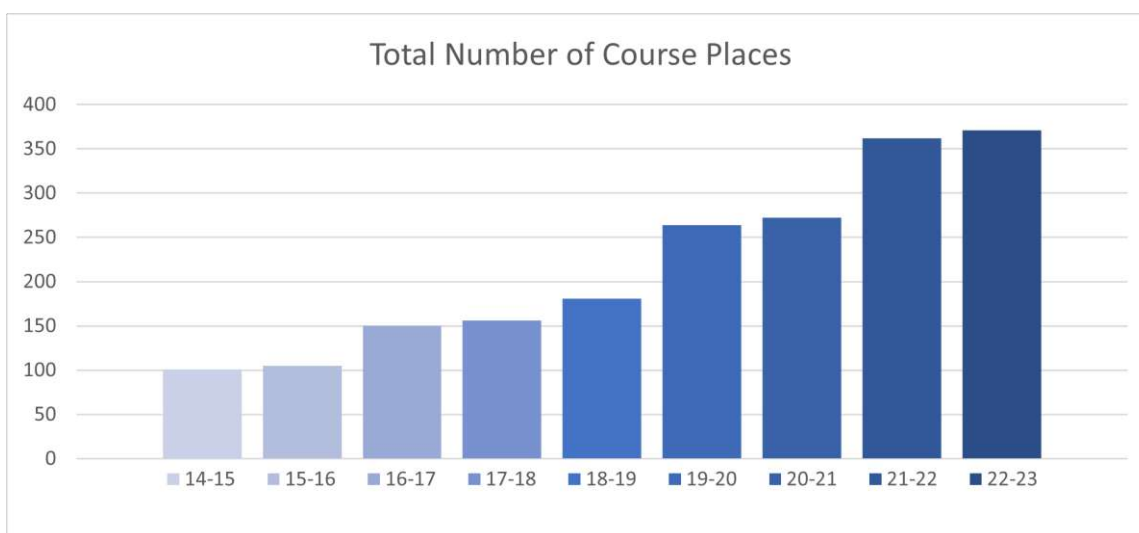
**Creative Fenland** – a two-year project using public funding from the National Lottery through Arts Council England. Providing opportunities for Creative Practitioners in Fenland for employment, skills development, and networking and creative arts courses for adults at risk of social exclusion due to their health, developed with local partners and communities. Further support was provided by the Know Your Neighbourhood fund for enhancement by developing volunteering opportunities and activities to reduce loneliness.

Support was received from the D & J Lloyd Foundation, High Sheriff's Fund and Cambridge City Council to support a programme of short courses.

### Achievements and performance

CCA provided 1560 guided learning hours; 371 learners directly benefited from the courses and projects. Our overall achievement average was 90% in comparison with a national achievement of 96%. Overall retention of learners was 94.6%. These high achievement levels testify to the quality of delivery and commitment of our adult learners who face many barriers to learning.

External quality inspection reported on a “highly values-led organisation – all staff contribute to a culture of ‘learners first’. Learners are extremely positive about their experiences at CCA. Learners develop their confidence, often from very low starting points, and they feel well-supported by all staff at CCA”



Our learners have complex health conditions:

*Of the 22-23 learner cohort, 49% had a physical health condition. 16% had a learning difficulty, difference, or disability. 10% had an unpaid caring responsibility.*

66% had a mental health condition with 83% experiencing anxiety or depression. Other disclosed diagnoses include post-traumatic stress disorder, personality disorder, obsessive compulsive disorder, schizophrenia, bipolar disorder, clinical depression, psychosis and eating disorder.

The top reasons for coming on a course were: to improve mental wellbeing (32%), to improve art form skills (39%) and to improve confidence (12%).

***“After decades lost in illness and isolation, I have found a part of myself that I had lost. Before my illness performance art was my life, my passion. I forgot the value of that. Through this course and the opportunities and inspiration offered I have been able to reconnect with skills I had long forgotten about”***. R.M., Photography

#### Outcomes reported by Learners:

- 83% had improved art-form skills
- 79% improved their confidence
- 64% had an improved sense of wellbeing
- 58% improved their mental health and 34% said they were managing their mental health better
- 59% felt less isolated
- 40% were taking part in more community activities as a result of the course
- 13% had gained employability skills

Data from the Short Warwick & Edinburgh Wellbeing Scale showed a statistically significant positive increase in wellbeing. The number of people with low wellbeing before the course was reduced after the course CCA filled a gap in provision in geographical areas of extreme deprivation including North Cambridge and Fenland delivering in a range of community centres.



**During the year, the charity worked towards achieving its strategic aims:**

1. To become more financially sustainable by diversifying income streams and holding more strong financial partnerships.  
*A Development Officer was employed to focus on fundraising. Funding partnerships were pursued for future projects.*
2. To communicate who we are to our communities by reviewing and creating a strong brand and identity that expands our reputation as a leader in the field of creativity and wellbeing.  
*The post of Marketing Assistant was promoted to Marketing and Communications Officer to improve communications and provide support for fundraising.*
3. To maintain and develop our excellent quality by supporting the development of Creative Practitioners to develop shared good practices and by improving our evaluation processes to measure impact.  
*The development of a training programme for creative practitioners. . A best practice log was developed and shared with Creative Tutors.*
4. To continue to manage and resource growth by ensuring we have enough people with the right support and skills to deliver our services; finding a home based in Cambridge; increasing delivery locations throughout the region and increasing our use of good IT.  
*Creative Fenland are delivering in more Fenland locations including Whittlesey and Chatteris.*
5. To respond to the needs of our community by identifying and engaging with those who need us most and to work with our learners to consider their next steps.  
*CCA continues to listen to feedback from Learners and is developing Creative Futures a project to support people into employment, with a focus on the Creative Industries.*

CCA held an exhibition as part of the Cambridge Open Studios providing an opportunity to raise funds from public. The Cambridge Business and Professionals Network chose CCA as their chosen charity raising funds through their networking events.

The strategy to increase resources invested in future development to diversify income included applications to both public and private funding sources.

**Contributions made by volunteers**

The creative learning programme was run by professional creative tutors who were supported by volunteers. This role offers valuable experience and volunteers included past learners (beneficiaries) and artists wishing to develop careers in Community Arts for Health.

Two previous learners voluntarily provided the role of Learner Rep, receiving peer feedback from all long courses and reflecting this to the Community Advisory Panel.

## Financial Review

Most of the Charity's income comes from an annual contract. Overall CCA achieved a growth in delivery of courses, reaching more people whilst successfully covering day to day running costs during the period and obtaining additional grants to fund specific projects. The Charity has continued to build good reputation, trust, and return on investment for current funders putting it in a strong position for continued funding.

The charity started the year with unrestricted funds of £63,397 and restricted £7,325. Resources were committed to growth and funds invested in income generation and diversifying sources of income to ensure long term sustainability and resilience for the future of the charity. In particular, reserves were invested in a full-time salaried post to achieve this aim and to become less dependent on government's Adult Education Budget funding through service provision after level 2 qualifications was discontinued. The charity did not see a financial return on this investment during the year as anticipated in budgeted income, resulting in a net loss of £47,422. The Trustees recognise that there has been a drop in the carry forward reserves but that this is not severe enough to threaten the Charity's ability to continue its work.

How the incoming resources are spent is laid out in note 5.

## Reserves policy

CCA's reserves policy is to retain 3 month's essential operational costs and 1 month's delivery costs in reserve. This includes staff salaries and committed monthly payments. The purpose of the reserves policy is;

- To identify possible unplanned circumstances that require finance outside the planned budget.
- To identify the risks to CCA.
- To identify the target amounts to hold in reserve.

In normal circumstances the reserve funds will not be used for the charity's day to day expenditure. The Trustees may by exception allocate reserve funding to:

- special projects requiring material financial commitment greater than the normal revenue income may support; and
- any other purpose which is appropriate for the maintenance and or growth of the organisation and for which a business case is presented to the trustees.

In accordance with the Charity Commission's guidance (Charity Commissioners Booklet CC19 'Charity Reserves'), reviews its reserves on an annual basis. The Trustees and senior leadership are working towards ensuring that target reserves are met.

The Charity had set aside £15,000 in a **designated fund** to allow resources to be available for the planning and development of future projects; this fund was utilised in the year.

Grants received for specific projects are held in a **restricted fund**: the balance at the end of the year was £16,241 (2022: £7,325). It is anticipated that these resources will be spent in the coming year.

## **Going Concern**

The Trustees have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees have made this assessment for a period of at least one year from the date of approval of these financial statements.

In particular, the Trustees have considered the Charity's forecasts and projections and have taken account of pressures on reserves. After making enquiries the Trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing these financial statements.

## **Risk Review**

The Trustees have worked with senior leadership to conduct their own review of the major risks, financial, physical and operational to which the Charity is exposed, and systems have, if necessary, been modified to mitigate those risks. Procedures have been put in place to minimise both external and internal risks and these procedures are reviewed annually to ensure that they still meet the needs of the Charity.

The Board recognises that maintaining healthy reserves enables the charity to take calculated risks to help generate future investment and demonstrates good stewardship of financial management to future potential funders. Rebuilding of reserves is therefore a priority for 2024.

## **Structure, Governance and Management**

The organisation is a charitable company limited by guarantee incorporated in England and Wales, on 11 March 2014 and registered as a Charity with the Charity Commission on 3rd February 2020. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association, amended by special resolution on 4 July 2019.

Trustees meet as a full Board at least four times a year. There is in addition a finance subcommittee which meets no less than three times a year.

Trustees have delegated day to day management to senior staff.

## Statement of Trustees' Responsibilities

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

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the 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:

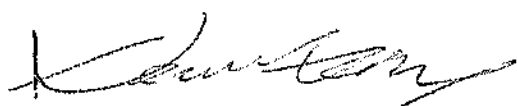
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the 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.

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Trustees



Alice Newton, Chair

dated: 13 Feb. 2024

**Cambridge Community Arts**  
**Statement of Financial Activities (incorporating an Income & Expenditure Account)**  
**for the year ended 31 July 2023**

		<b>Unrestricted Funds 2023 £</b>	<b>Restricted Funds 2023 £</b>	<b>Total Funds 2023 £</b>	<b>Unrestricted Funds 2022 £</b>	<b>Restricted Funds 2022 £</b>	<b>Total Funds 2022 £</b>
<b>Income from</b>							
Grants	2	7,000	136,301	143,301	12,800	70,517	83,317
Charitable activities	3	171,364	-	171,364	208,871	-	208,871
Donations		4,299	-	4,299	3,434	-	3,434
Other		436	-	436	405	-	405
<b>Total income</b>		<b>183,099</b>	<b>136,301</b>	<b>319,400</b>	<b>225,510</b>	<b>70,517</b>	<b>296,027</b>
<b>Expenditure on</b>							
Raising funds:	4	4,687	-	4,687	3,965	-	3,965
Charitable activities:	5	234,750	127,385	362,135	227,190	70,692	297,882
<b>Total expenditure</b>		<b>239,437</b>	<b>127,385</b>	<b>366,822</b>	<b>231,155</b>	<b>70,692</b>	<b>301,847</b>
<b>Net (expenditure)/income for the year</b>	7	<b>(56,338)</b>	<b>8,916</b>	<b>(47,422)</b>	<b>(5,645)</b>	<b>(175)</b>	<b>(5,820)</b>
<b>Net movement in funds</b>		<b>(56,338)</b>	<b>8,916</b>	<b>(47,422)</b>	<b>(5,645)</b>	<b>(175)</b>	<b>(5,820)</b>
<b>Balances at 1 August</b>		<b>63,397</b>	<b>7,325</b>	<b>70,722</b>	<b>69,042</b>	<b>7,500</b>	<b>76,542</b>
<b>Balances at 31 July</b>		<b>7,059</b>	<b>16,241</b>	<b>23,300</b>	<b>63,397</b>	<b>7,325</b>	<b>70,722</b>

All amounts relate to continuing activities. There were no recognised gains or losses other than those included above.

The notes on pages 13 to 17 form a part of these financial statements.

Cambridge Community Arts  
Balance Sheet as at 31 July 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
<b>Fixed Assets</b>							
Tangible fixed assets	9	-	-	-	-	-	-
		-	-	-	-	-	-
<b>Current Assets</b>							
Debtors	8	3,054	-	3,054	45,389	-	45,389
Cash at bank and in hand		17,513	16,241	33,754	54,211	7,325	61,536
		20,567	16,241	36,808	99,600	7,325	106,925
Creditors: amounts falling due within one year	9	(13,508)	-	(13,508)	(36,203)	-	(36,203)
<b>Net current assets</b>		<b>7,059</b>	<b>16,241</b>	<b>23,300</b>	<b>63,397</b>	<b>7,325</b>	<b>70,722</b>
<b>Total Net Assets</b>		<b>7,059</b>	<b>16,241</b>	<b>23,300</b>	<b>63,397</b>	<b>7,325</b>	<b>70,722</b>
<b>Funds</b>							
General reserve		7,059	-	7,059	48,397	-	48,397
Designated funds		-	-	-	15,000	-	15,000
Total unrestricted funds		7,059	-	7,059	63,397	-	63,397
Restricted funds		-	16,241	16,241	-	7,325	7,325
	10	7,059	16,241	23,300	63,397	7,325	70,722

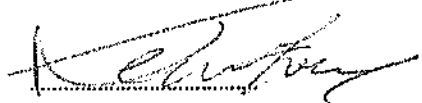
These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard 102.  
Company number 08934371

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Act

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

Approved by the Trustees, and authorised for issue, on



Alice Newton (Chair)

The notes on pages 13 to 17 form a part of these financial statements.

## Cambridge Community Arts

### Notes to the Financial Statements

for the year ended 31 July 2023

#### 1 Accounting Policies

##### Basis of preparation

These financial statements are prepared on a going concern basis, as modified by the revaluation of investments, under the historical cost convention.

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

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

The presentation currency is the British £.

##### Going Concern

The trustees have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of these financial statements. In particular, the trustees have considered the Charity's forecast and projections and have taken account of pressures on investments.

After making enquiries the trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing these financial statements.

##### Critical accounting estimates and areas of judgement

The preparation of the financial statements requires the Trustees and management to make significant judgements and estimates.

The items in the financial statements where such judgements and estimates have been made include estimating the useful economic life of fixed assets.

##### Cash at bank and in hand

Cash at bank and in hand is taken to mean cash and short term highly liquid investment deposits with a maturity date of three months or less.

#### 2 Grants

**Accounting policy:** Income from grants is recognised gross when notification of approval is received and treated as unrestricted unless they are specifically restricted by the donor.

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Cambridge City Council	-	8,000	8,000	-	7,325	7,325
Cambs Community Foundation	7,000	18,948	25,948	-	-	-
Arts Council England	-	69,240	69,240	-	18,690	18,690
BBO	-	38,620	38,620	-	40,046	40,046
DWP - Kickstart	-	1,493	1,493	-	4,456	4,456
The Fore	-	-	-	12,800	-	12,800
	<u>7,000</u>	<u>136,301</u>	<u>143,301</u>	<u>12,800</u>	<u>70,517</u>	<u>83,317</u>

Cambridge Community Arts  
Notes to the Financial Statements  
for the year ended 31 July 2023

3 Income from charitable activities

**Accounting policy:** Incoming resources from charitable activities is included gross when it is due.

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Contracts	162,137	-	162,137	199,206	-	199,206
Learner fees	9,226	-	9,226	9,665	-	9,665
Club fees	-	-	-	-	-	-
	<u>171,363</u>	<u>-</u>	<u>171,363</u>	<u>208,871</u>	<u>-</u>	<u>208,871</u>

4 Raising funds

**Accounting policy:** expenditure on raising funds consists of cost of marketing the learner programme

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Marketing	<u>4,687</u>	<u>-</u>	<u>4,687</u>	<u>3,965</u>	<u>-</u>	<u>3,965</u>

5 Charitable activities costs

**Accounting policy:** Resources expended are recognised in the period in which they are incurred and include irrecoverable VAT where applicable. Resources are allocated to the particular activity where the cost relates directly to an activity. Salary costs are allocated on the basis of hours worked. Support and governance costs are allocated based on an estimate of staff time.

	Learner programme	Governance costs	TOTAL	Learner programme	Governance costs	TOTAL
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>						
Tutor fees	61,476	-	61,476	58,617	-	58,617
Course costs	29,159	-	29,159	24,987	-	24,987
Events	1,876	-	1,876	1,758	-	1,758
Exam fees	-	-	-	2,168	-	2,168
Hardship fund	-	-	-	-	-	-
Staff costs	224,515	-	224,515	174,104	2,437	176,541
Training	389	-	389	2,037	-	2,037
<b>Support costs allocated to activities</b>						
Professional fees	13,753	-	13,753	1,504	-	1,504
Insurance	1,254	-	1,254	990	-	990
Premises costs	-	-	-	9,467	-	9,467
Office costs	10,879	-	10,879	13,079	-	13,079
Travel	2,791	-	2,791	888	-	888
IT	16,043	-	16,043	5,846	-	5,846
	<u>362,135</u>	<u>-</u>	<u>362,135</u>	<u>295,445</u>	<u>2,437</u>	<u>297,882</u>

## Cambridge Community Arts

### Notes to the Financial Statements

for the year ended 31 July 2023

#### 6 Staff Costs and remuneration of key management personnel

	2023	2022
Staff Costs:	£	£
Wages and salaries	206,486	169,103
Social security	13,057	4,336
Other pension costs	4,094	3,102
	<u>223,637</u>	<u>176,541</u>

The Trust considers its key management personnel comprise the trustees and the Charity CEO. The total employment benefits including pension contributions of the key management personnel were £34,363 (2022: £24,375)

	2023	2022
Average number of employees	<u>11</u>	<u>12</u>

No member of staff was paid a salary in excess of £60,000.  
The above numbers do not include Trustees who are not permitted to receive remuneration for their duties.

No Trustee was reimbursed travel expenses incurred on Charity business (2022: nil) .

#### 7 Pensions

**Accounting policy:** The Charity contributes to the personal pension policies of employees. Its commitment to these defined contribution schemes is limited to the contributions payable, which are accounted for as expenditure in the year in which they are incurred.

	2023	2022
	£	£
Pension contribution	<u>4,094</u>	<u>3,102</u>

**Cambridge Community Arts**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2023**

**8 Debtors**

**Accounting policy:** other debtors are shown as the amount due. Prepayments are valued at the amount prepaid. Debtors are considered to be basic financial instruments under FRS 102.

	<b>2023</b>	2022
	<b>£</b>	£
Other debtors	3,054	45,389
	<hr/>	<hr/>
	3,054	45,389
	<hr/> <hr/>	<hr/> <hr/>

All outstanding debtors were received in the first quarter of the following year.

**9 Creditors: Amounts falling due within one year**

**Accounting policy:** creditors and provisions are recognised when the Charity has a present obligation resulting from a past event which will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement value. With the exception of accruals, creditors are considered to be basic financial instruments under FRS102 and are measured at fair value.

	<b>2023</b>	2022
	<b>£</b>	£
Trade creditors	8,340	33,534
Tax and Social Security	5,168	2,669
	<hr/>	<hr/>
	13,508	36,203
	<hr/> <hr/>	<hr/> <hr/>

**Cambridge Community Arts  
Notes to the Financial Statements  
for the year ended 31 July 2023**

**10 Funds**

**Accounting policy:** Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the objects of the charity. Designated funds are unrestricted funds earmarked by the Trustees for particular purposes. Restricted funds are subject to restrictions on their spending, imposed by the donor.

	<b>Balance at 1 August 2022</b>	Incoming Resources	Resources Expended	Transfers	<b>Balance at 31 July 2023</b>
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General reserve	48,397	183,099	(239,437)	15,000	7,059
Designated Funds	15,000			(15,000)	-
	<u>63,397</u>	<u>183,099</u>	<u>(239,437)</u>	<u>-</u>	<u>7,059</u>
<b>Restricted Funds</b>	<u>7,325</u>	<u>136,301</u>	<u>(127,385)</u>	<u>-</u>	<u>16,241</u>
<b>Total Funds</b>	<u><u>70,722</u></u>	<u><u>319,400</u></u>	<u><u>(366,822)</u></u>	<u><u>-</u></u>	<u><u>23,300</u></u>

**Designated Funds** Funds which were set aside for development of future projects utilised in the year.

**Restricted Funds** The Charity receives occasional grants and donations for specific charitable purposes. Any balances will be spent in the coming year to complete the projects.

**11 Administrative information**

**Company number** 8934371 **Charity number** 1187718

**Registered Office** 16-18 Arbury Court  
Cambridge CB4 2JQ

**Trustees** who are also directors under company law, who served during the year and up to the date of this report were as follows:

Umaima Ahmac (resigned 14 May 2023)	Qazi Arsalan (appointed 15 March 2023)
Sophie Baillie	Matthew Bryan
Katharine Collins (appointed 15 March 2023)	Kim Cridland
Olivia Downs (resigned 14 December 2022)	Rupa Grahame (resigned 14 June 2023)
Alice Newton (Chair)	Bassey Orok Okon (appointed 23 April 2023)
Anne Taylor (resigned 14 December 2022)	Michael Thelwall

**Key management personnel** Jane Rich CEO & Company Secretary

**Independent Reviewer** Rahim Uddin  
Artifin Accountants  
Docklands Business Centre  
Suite 12/3D, 10-16 Tiller Road, London

**Bankers** Co-op Bank  
PO Box 250  
Skelmersdale WN8 6WT



Cambridge Community Arts  
Independent Examiners Report

Independent Examiner's Report to the trustees of Cambridge Community Arts

I report to the charity trustees on my examination of the financial statements of Cambridge Community Arts for the year ended 31 July 2023 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

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

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

Independent examiner's statement

As the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Chartered Management Accountant.

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

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

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

Rahim Uddin  
Chartered Management Accountant  
Artifin Accountants  
Docklands Business Centre  
Suite12/3D,10-16 Tiller Road  
London  
E14 8PX  
06 February 2024



**CAMBRIDGE COMMUNITY ARTS**

England & Wales - Charity number 1187718

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# Accounts

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# Cambridge Community Arts

A company limited by guarantee

ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 July 2022

*Improving Mental Health with Creativity*

Company Number: 08934371

Charity Number: 1187718

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Notes to the Financial Statements	13
Administrative Information	17
Independent Review	18

“ I have both mental and physical health challenges and CCA gives me a really positive experience of something to look forward to each week ”

The Trustees of Cambridge Community Arts (the Charity) present their annual report together with the unaudited financial statements of the charitable company for the year ended 31 July 2022. The administrative information on page 17 forms part of this report.

## Objects & Objectives for the public benefit

The charitable object of Cambridge Community Arts (CCA) is to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society, particularly but not exclusively, through the provision of arts-based activities.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards); crime (either as a victim of crime or as an offender rehabilitating into society). CCA also considers those with caring responsibilities to be at risk of social exclusion.

CCAs' vision is of healthier communities empowered by their own creativity.

Our mission is supporting adults to overcome barriers to social inclusion through creative participation and learning.

Our values encompass everything we do. These are: Welcoming, Empathetic, Inclusive, Respectful & Empowering.

Our guiding principles underpin everything we do:

- The quality and integrity of our work are paramount.
- Creativity and wellbeing are central to all we do.
- Collaboration (with team members, trustees, learners, creative practitioners, funders, and all partners) is key to our success

The Trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning the Charity's future activities and believe that the activities of the Charity clearly demonstrate a direct public benefit. Our main activities and who we try to help are described below. All our charitable activities focus on the promotion of social inclusion and assisting those who are socially excluded to integrate into society and are undertaken to further our charitable purposes for the public benefit.

## Contribution made by volunteers

The creative learning programme was run by professional creative tutors who were supported by volunteers. This role offers valuable experience and volunteers included past learners (beneficiaries) and artists wishing to develop careers in Community Arts for Health.

Two previous learners voluntarily provided the role of Learner Rep, receiving peer feedback from all long courses and reflecting this to the Community Advisory Panel.

The Chief Executive and Board of Trustees would like to sincerely thank all the volunteers who so kindly gave their time to support the ongoing work of CCA.

## Review of the year

### **COURSES**

CCA ran the following programme of creative arts activities for adults at risk of social exclusion in a variety of community centres across Cambridge and Fenland in partnership with Cambridge Regional College, supported by Cambridge and Peterborough Combined Authority Adult Education Budget:

**6 x year-long accredited courses** in Digital Art & Design, Drama, Music Production, Music for Performance, Photography, Visual Arts leading to Level 2 Certificate in Skills for Working in the Creative & Design Industries.

**1 year-long programme** in Creative Writing divided into three courses: The Writer's Toolkit; Composing a Short Story; Develop Work for Publication.

**21 x 8-week (in-person) courses** in

Art Journalling (Fenland)

Beginners Guitar

Beginners Guitar Part 2

Beginners Origami

Beginners Patchwork

Block Print & Stitch (Fenland)

Bookbinding X 2

Abstract Charcoal

Creative Writing: The Writers Toolkit

Developing your Drawing (Fenland)

Drawing from Life

Embodied Storytelling

Impressions in Paint (Fenland)

Introduction to Stop Motion Animation

Mixed Media Painting (Fenland)

Printmaking

Relief Printmaking (Fenland)

Sew don't Throw  
Singing & Songwriting X 2

12 x 8-week (live online) courses in  
Creative Writing: The Writers Toolkit  
Exploring Drawing  
Expressive Painting x 2  
Fun with Illustration  
Fun with Pop-up Books and Cards  
Fun with Portraits  
Little Book of Stitches x 2 (Fenland)  
Moving on in Patchwork  
The Nature Sketchbook  
Writing Nature (Fenland)

CCA provided 1,785 guided learning hours; 292 learners directly benefited from the courses and projects.

## PROJECTS

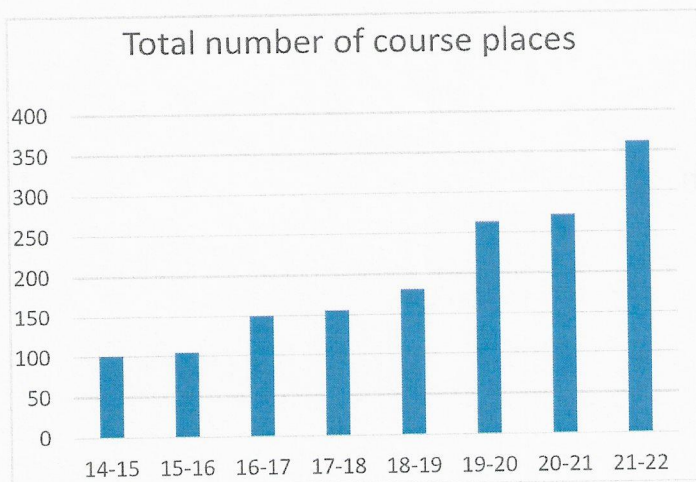
**Next Steps** – the fifth year of this project funded by National Lottery Community Fund and European Social Fund through the Building Better Opportunities project. Support was provided for 46 people enabling them to continue their journey towards employment.

**Creative Fenland** – a two-year project using public funding from the National Lottery through Arts Council England. Providing opportunities for Creative Practitioners in Fenland for employment, skills development, and networking and creative arts courses for adults at risk of social exclusion due to their health, developed with local partners and communities.

The following projects that received funding in the previous period were successfully delivered.

**Creative Clubs** – the employment of a Creative Community Development Worker to support the transition, post-pandemic, back into face-to-face community centres. Funded by Cambridge City Council Community Grants

**Short Courses** – two 8-week creative arts courses delivered in Romsey and Barnwell. Funded by Cambridge City Council Community Grants (East Area)



The work of CCA continues to be of importance and we are pleased that the courses that CCA provide continue to grow in line with demand.

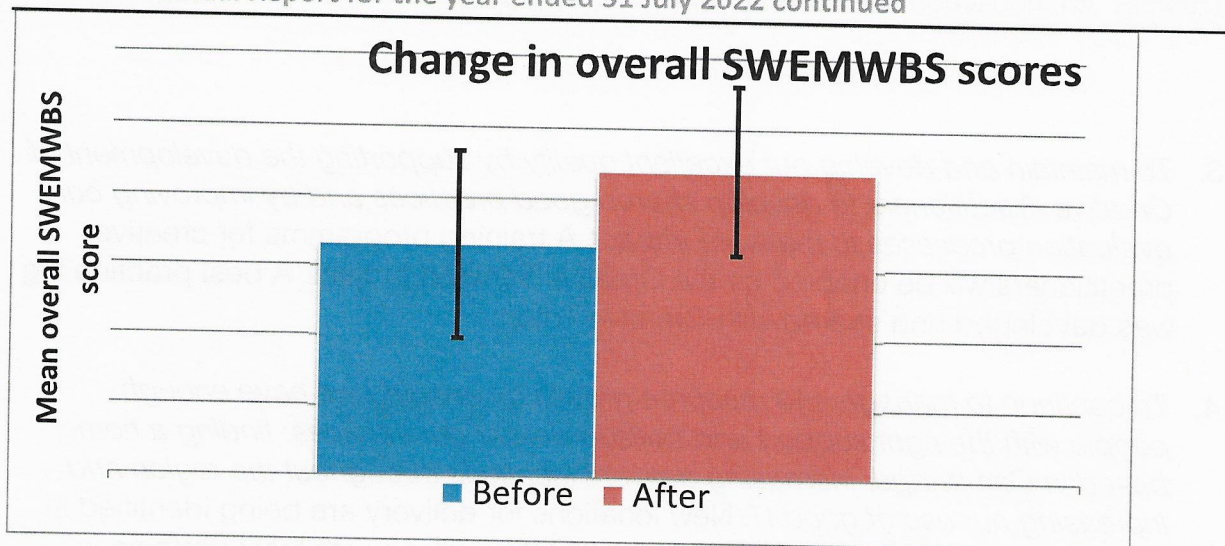
### Outcomes reported by Learners

The impact of CCA's projects continues to change the lives of our learners:

- 81% said that the course gave them something meaningful to do.
- 75% improved their confidence.
- 72% met new people and 44% felt less isolated.
- 50% improved their mental health and 47% improved their sense of wellbeing.

Of those engaging with our Next Steps service 8 people moved into training and further education, 5 into volunteering, 6 into employment and 7 took steps towards making money from their creative practice.

Data from the Short Warwick & Edinburgh Wellbeing Scale showed a positive increase in wellbeing. The number of people with low wellbeing before the course was reduced after the course and those with moderate wellbeing before the course increased after the course. CCA filled a gap in provision in geographical areas of extreme deprivation, including North Cambridge and Fenland, delivering in a range of community centres.



### **Our learners have complex health conditions; of the 21-22 learner cohort:**

53% had a physical health condition. 35% had a disability affecting their mobility. 26% had a sensory impairment. 18% had autistic spectrum disorder. 18% had a learning difficulty, difference, or disability. 8% had addictions. 16% had difficulty with reading. 78% had a mental health condition with 80% experiencing anxiety or depression. Other disclosed diagnoses include post-traumatic stress disorder, personality disorder, obsessive compulsive disorder, schizophrenia, bipolar disorder, clinical depression, psychosis and eating disorder.

The top four reasons for coming on a course were to improve art, to improve mental wellbeing, to improve confidence and meet new people.

**“I have been in a very dark place mentally for years now and this class has shown me how to express myself through art again.”**

**Hannah, Abstract Charcoal**

### **Achievements against objectives set**

During the year the Charity worked towards achieving its strategic aims:

1. *To become more financially sustainable by diversifying income streams and holding more strong financial partnerships.* A Development Officer was employed to focus on fundraising. Funding partnerships were pursued for future projects.
2. *To communicate who we are to our communities by reviewing and creating a strong brand and identity that expands our reputation as a leader in the field of creativity and wellbeing.* The post of Marketing Assistant was promoted to Marketing and Communications Officer to improve communications and provide support for fundraising.

3. *To maintain and develop our excellent quality by supporting the development of Creative Practitioners to develop shared good practices and by improving our evaluation processes to measure impact.* A training programme for creative practitioners will be enabled by the Creative Fenland project. A best practice log was developed and shared with Creative Tutors.
4. *To continue to manage and resource growth by ensuing we have enough people with the right support and skills to deliver our services; finding a home based in Cambridge; increasing delivery locations throughout the region and increasing our use of good IT.* New locations for delivery are being identified in Cambridge and Fenland. Discussions are taking place with local partners in relation to the development of an arts studio base.
5. *To respond to the needs of our community by identifying and engaging with those who need us most and to work with our learners to consider their next steps.*

CCA continues to listen to feedback from Learners and is developing Creative Futures a project to be delivered from 2023 supporting people into employment, with a focus on the Creative Industries.

CCA started developing a fundraising strategy in February 2022 with objectives set for the next financial year. To ensure our financial sustainability we invested funds in additional fundraising activities during the latter part of the financial year. This strategy, to increase resources invested in future development to diversify income, included applications to both public and private funding sources and investment in fundraising skills development.

Everyone at CCA and the learners that we work with would like to extend our sincere thanks to everyone who has supported our work through kindly donating.

### Going concern implications

The Trustees consider that the Charity has sufficient reserves to weather the financial storm resulting from the effects of the measures taken to control the pandemic. They recognise that there may well be some drop in income but this will not be severe enough to threaten the Charity's ability to continue its work.

### Financial Review

The majority of the Charities income comes from contracts which are ongoing. Overall CCA achieved a growth in delivery of courses, reaching more people whilst successfully covering day to day running costs during the period and obtaining additional grants to fund specific projects.

How the incoming resources are spent is laid out in note 5.

The net result for the year was a loss of £5,820 (2021: loss of £11,513).

### Reserves policy

CCA's reserves policy is to retain 3 month's essential operational costs and 1 month's delivery costs in reserve. This includes staff salaries and committed monthly payments. The purpose of the reserves policy is;

- To identify possible unplanned circumstances that require finance outside the planned budget.
- To identify the risks to CCA.
- To identify the target amounts to hold in reserve.

During the year, the Trustees, in accordance with the Charity Commission's guidance (Charity Commissioners Booklet CC19 'Charity Reserves'), reviewed its reserves and after assessing the potential threats and risks agreed that its policy should be to maintain sufficient general reserves to ensure the continued avoidance of net current liabilities and to provide sufficient liquid resources to meet both revenue and capital needs.

The Charity has set aside £15,000 in a **designated fund** to allow resources to be available for the planning and development of future projects.

Grants received for specific projects are held in a **restricted fund**: the balance at the end of the year was £7,325 (2021: £7,500). It is anticipated that these resources will be spent in the coming year.

### Going Concern

The Trustees have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees have made this assessment for a period of at least one year from the date of approval of these financial statements.

In particular, the Trustees have considered the Charity's forecasts and projections and have taken account of pressures on investments. After making enquiries the Trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing these financial statements.

## Risk Review

The Trustees have conducted their own review of the major risks, financial, physical and operational to which the Charity is exposed, and systems have, if necessary, been modified to mitigate those risks. Procedures have been put in place to minimise both external and internal risks and these procedures are reviewed annually to ensure that they still meet the needs of the Charity.

## Structure, Governance and Management

The organisation is a charitable company limited by guarantee incorporated in England and Wales, on 11 March 2014 and registered as a Charity with the Charity Commission on 3rd February 2020. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association, amended by special resolution on 4 July 2019.

Trustees meet as a full Board at least four times a year. There is in addition a finance subcommittee which meets no less than three times a year.

Trustees have delegated day to day management to senior staff.

## Statement of Trustees' Responsibilities

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

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the 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 (FRS 102);
- 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 presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the 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.

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Trustees



Alice Newton, Chair

dated: 16 Feb 2023

Cambridge Community Arts  
Statement of Financial Activities (incorporating an Income & Expenditure Account)  
for the year ended 31 July 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
<b>Income from</b>							
Grants	2	12,800	70,517	83,317	-	58,112	58,112
Charitable activities	3	208,871	-	208,871	165,146	-	165,146
Donations		3,434	-	3,434	564	-	564
Other		405	-	405	1,730	-	1,730
<b>Total income</b>		<b>225,510</b>	<b>70,517</b>	<b>296,027</b>	<b>167,440</b>	<b>58,112</b>	<b>225,552</b>
<b>Expenditure on</b>							
Raising funds:	4	3,965	-	3,965	2,024	-	2,024
Charitable activities:	5	227,190	70,692	297,882	165,515	69,526	235,041
<b>Total expenditure</b>		<b>231,155</b>	<b>70,692</b>	<b>301,847</b>	<b>167,539</b>	<b>69,526</b>	<b>237,065</b>
<b>Net (expenditure)/income for the year</b>	7	<b>(5,645)</b>	<b>(175)</b>	<b>(5,820)</b>	<b>(99)</b>	<b>(11,414)</b>	<b>(11,513)</b>
<b>Net movement in funds</b>		<b>(5,645)</b>	<b>(175)</b>	<b>(5,820)</b>	<b>(99)</b>	<b>(11,414)</b>	<b>(11,513)</b>
<b>Balances at 1 August</b>		<b>69,042</b>	<b>7,500</b>	<b>76,542</b>	<b>69,141</b>	<b>18,914</b>	<b>88,055</b>
<b>Balances at 31 July</b>		<b>63,397</b>	<b>7,325</b>	<b>70,722</b>	<b>69,042</b>	<b>7,500</b>	<b>76,542</b>

All amounts relate to continuing activities. There were no recognised gains or losses other than those included above.

The notes on pages 13 to 17 form a part of these financial statements.

Cambridge Community Arts  
Balance Sheet as at 31 July 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
<b>Fixed Assets</b>							
Tangible fixed assets	9	-	-	-	-	-	-
		-	-	-	-	-	-
<b>Current Assets</b>							
Debtors	10	45,389	-	45,389	90	-	90
Cash at bank and in hand		54,211	7,325	61,536	74,846	7,500	82,346
		99,600	7,325	106,925	74,936	7,500	82,436
<b>Creditors: amounts falling due within one year</b>	11	(36,203)	-	(36,203)	(5,894)	-	(5,894)
<b>Net current assets</b>		63,397	7,325.00	70,722	69,042	7,500	76,542
<b>Total Net Assets</b>		<b>63,397</b>	<b>7,325.00</b>	<b>70,722</b>	<b>69,042</b>	<b>7,500</b>	<b>76,542</b>
<b>Funds</b>							
General reserve		48,397	-	48,397	54,042	-	54,042
Designated funds		15,000	-	15,000	15,000	-	15,000
Total unrestricted funds		63,397	-	63,397	69,042	-	69,042
Restricted funds		-	7,325	7,325	-	7,500	7,500
	12	<b>63,397</b>	<b>7,325</b>	<b>70,722</b>	<b>69,042</b>	<b>7,500</b>	<b>76,542</b>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard 102.  
Company number 08934371

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Act

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

Approved by the Trustees, and authorised for issue, on



Alice Newton (Chair)

The notes on pages 13 to 17 form a part of these financial statements.

## Cambridge Community Arts

### Notes to the Financial Statements

for the year ended 31 July 2022

#### 1 Accounting Policies

##### Basis of preparation

These financial statements are prepared on a going concern basis, as modified by the revaluation of investments, under the historical cost convention.

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

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

The presentation currency is the British £.

##### Going Concern

The trustees have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of these financial statements. In particular, the trustees have considered the Charity's forecast and projections and have taken account of pressures on investments.

After making enquiries the trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing these financial statements.

##### Critical accounting estimates and areas of judgement

The preparation of the financial statements requires the Trustees and management to make significant judgements and estimates.

The items in the financial statements where such judgements and estimates have been made include estimating the useful economic life of fixed assets.

##### Cash at bank and in hand

Cash at bank and in hand is taken to mean cash and short term highly liquid investment deposits with a maturity date of three months or less.

#### 2 Grants

**Accounting policy:** Income from grants is recognised gross when notification of approval is received and treated as unrestricted unless they are specifically restricted by the donor.

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
CAF	-	-	-	-	12,907	12,907
Cambridge City Council	-	7,325	7,325	-	7,500	7,500
Arts Council England	-	18,690	18,690	-	3,472	3,472
BBO	-	40,046	40,046	-	34,233	34,233
DWP - Kickstart	-	4,456	4,456	-	-	-
The Fore	12,800	-	12,800	-	-	-
	<u>12,800</u>	<u>70,517</u>	<u>83,317</u>	<u>-</u>	<u>58,112</u>	<u>58,112</u>

**3 Income from charitable activities**

**Accounting policy:** Incoming resources from charitable activities is included gross when it is due.

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Contracts	199,206	-	199,206	155,067	-	155,067
Learner fees	9,665	-	9,665	9,640	-	9,640
Club fees	-	-	-	438	-	438
	<u>208,871</u>	<u>-</u>	<u>208,871</u>	<u>165,145</u>	<u>-</u>	<u>165,145</u>

**4 Raising funds**

**Accounting policy:** expenditure on raising funds consists of cost of marketing the learner programme

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Marketing	<u>3,965</u>	<u>-</u>	<u>3,965</u>	<u>2,024</u>	<u>-</u>	<u>2,024</u>

**5 Charitable activities costs**

**Accounting policy:** Resources expended are recognised in the period in which they are incurred and include irrecoverable VAT where applicable. Resources are allocated to the particular activity where the cost relates directly to an activity. Salary costs are allocated on the basis of hours worked. Support and governance costs are allocated based on an estimate of staff time.

	Learner programme	Governance costs	TOTAL	Learner programme	Governance costs	TOTAL
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>						
Tutor fees	58,617	-	58,617	51,485	-	51,485
Course costs	24,987	-	24,987	11,250	-	11,250
Events	1,758	-	1,758	587	-	587
Exam fees	2,168	-	2,168	1,748	-	1,748
Hardship fund	-	-	-	210	-	210
Staff costs	174,104	2,437	176,541	136,288	2,955	139,243
Training	2,037	-	2,037	1,002	-	1,002
<b>Support costs allocated to activities</b>						
Professional fees	1,504	-	1,504	270	-	270
Insurance	990	-	990	874	-	874
Premises costs	9,467	-	9,467	7,800	-	7,800
Office costs	13,079	-	13,079	11,498	-	11,498
Travel	888	-	888	698	-	698
IT	5,846	-	5,846	8,376	-	8,376
	<u>295,445</u>	<u>2,437</u>	<u>297,882</u>	<u>232,086</u>	<u>2,955</u>	<u>235,041</u>

Cambridge Community Arts

Notes to the Financial Statements

for the year ended 31 July 2022

6 Staff Costs and remuneration of key management personnel

	2022	2021
Staff Costs:	£	£
Wages and salaries	169,103	129,220
Social security	4,336	7,198
Other pension costs	3,102	2,825
	<u>176,541</u>	<u>139,243</u>

The Trust considers its key management personnel comprise the trustees and the Charity CEO. The total employment benefits including pension contributions of the key management personnel were £24,375 (2021: £29,547)

	2022	2021
Average number of employees	<u>12</u>	<u>6</u>

No member of staff was paid a salary in excess of £60,000.  
The above numbers do not include Trustees who are not permitted to receive remuneration for their duties.

No Trustee was reimbursed travel expenses incurred on Charity business (2021: nil).

7 Net income

	2022	2021
	£	£
This is stated after charging:		
Depreciation	<u>-</u>	<u>1,129</u>

8 Pensions

**Accounting policy:** The Charity contributes to the personal pension policies of employees. Its commitment to these defined contribution schemes is limited to the contributions payable, which are accounted for as expenditure in the year in which they are incurred.

	2022	2021
	£	£
Pension contribution	<u>3,102</u>	<u>2,825</u>

Cambridge Community Arts  
Notes to the Financial Statements  
for the year ended 31 July 2022

9 Tangible Fixed Assets

**Accounting policy:** Expenditure in excess of £2,000 resulting in a tangible fixed asset is capitalised. Assets are reviewed for impairment if circumstances dictate that their carrying value might exceed their net realisable value. Depreciation is provided to write off the cost of tangible fixed assets over their estimated useful lives, on a straight line basis over the number of years from the year of acquisition as below.

	Office Equipment 4 years
	Office Equipment £
<b>Costs</b>	
As at 1 August 2021	7,060
Additions	-
As at 31 July 2022	<u>7,060</u>
<b>Depreciation</b>	
As at 1 August 2021	7,060
Charge for year	-
As at 31 July 2022	<u>7,060</u>
<b>NBV at 31 July 2022</b>	<u>-</u>
NBV at 31 July 2021	<u>-</u>

10 Debtors

**Accounting policy:** other debtors are shown as the amount due. Prepayments are valued at the amount prepaid. Debtors are considered to be basic financial instruments under FRS 102.

	2022	2021
	£	£
Other debtors	45,389	90
	<u>45,389</u>	<u>90</u>

All outstanding debtors were received in the first quarter of the following year.

11 Creditors: Amounts falling due within one year

**Accounting policy:** creditors and provisions are recognised when the Charity has a present obligation resulting from a past event which will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement value. With the exception of accruals, creditors are considered to be basic financial instruments under FRS102 and are measured at fair value.

	2022	2021
	£	£
Trade creditors	33,534	2,850
Tax and Social Security	<u>2,669</u>	<u>3,044</u>
	<u>36,203</u>	<u>5,894</u>

Cambridge Community Arts  
Notes to the Financial Statements  
for the year ended 31 July 2022

12 Funds

**Accounting policy:** Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the objects of the charity. Designated funds are unrestricted funds earmarked by the Trustees for particular purposes. Restricted funds are subject to restrictions on their spending, imposed by the donor.

	Balance at 1 August 2021 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31 July 2022 £
<b>Unrestricted Funds</b>					
General reserve	54,042	225,510	(231,155)		48,397
Designated Funds	15,000				15,000
	69,042	225,510	(231,155)	-	63,397
<b>Restricted Funds</b>	7,500	70,517	(70,692)	-	7,325
<b>Total Funds</b>	76,542	296,027	(301,847)	-	70,722

**Designated Funds** Funds set aside for development of future projects

**Restricted Funds** The Charity receives occasional grants and donations for specific charitable purposes. Any balances will be spent in the coming year to complete the projects.

13 Administrative information

**Company number** 8934371

**Charity number** 1187718

**Registered Office** 16-18 Arbury Court  
Cambridge CB4 2JQ

**Trustees** who are also directors under company law, who served during the year and up to the date of this report were as follows:

Umaima Ahmad	Sophie Baillie (appointed 15 December 2021)
Matthew Bryan	Kim Cridland
Olivia Downs (appointed 8 June 2022)	Rupa Grahame
Alice Newton (Chair)	Anne Taylor
Michael Thelwall	

**Key management personnel** Jane Rich CEO & Company Secretary

**Independent Reviewer** Gary Eves FCCA  
Websters Cambridge Limited  
10 Wellington Street  
Cambridge CB1 1HW

**Bankers** Co-op Bank  
PO Box 250  
Skelmersdale WN8 6WT

**Cambridge Community Arts**  
**Independent Examiner's Report to the Trustees of Cambridge Community Arts**

I report on the accounts of the charity for the year ended 31 July 2022 which are set out on pages 11 to 17.

**Respective responsibilities of trustees and examiner**

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gary Eves FCCA  
Association of Chartered Certified Accountants



Websters Cambridge Limited  
A tax, legal and accountancy firm  
10 Wellington Street  
Cambridge  
CB1 1HW

6 February 2023



**CAMBRIDGE COMMUNITY ARTS**

England & Wales - Charity number 1187718

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# Accounts

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# Cambridge Community Arts

A company limited by guarantee

ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 July 2021

*Improving Mental Health with Creativity*

Company Number: 08934371  
Charity Number: 1187718

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“ I have both mental and physical health challenges and CCA gives me a really positive experience of something to look forward to each week ”

## **Cambridge Community Arts Trustees' Annual Report for the year ended 31 July 2021**

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The Trustees of Cambridge Community Arts (the Charity) present their annual report together with the unaudited financial statements of the charitable company for the year ended 31 July 2021. The administrative information on page 14 forms part of this report.

### **Objects & Objectives for the public benefit**

The charitable object of Cambridge Community Arts is to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society, particularly but not exclusively through the provision of arts-based activities.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards); crime (either as a victim of crime or as an offender rehabilitating into society).

Cambridge Community Arts vision is of healthier communities empowered by their own creativity. It is our mission to support adults to overcome health barriers to social inclusion through creative participation and learning.

Our values encompass everything we do. These are: Welcoming, Empathetic, Inclusive, Respectful & Empowering.

Our guiding principles underpin everything we do:

- The quality and integrity of our work are paramount.
- Creativity and wellbeing are central to all we do.
- Collaboration (with team members, trustees, learners, creative practitioners, funders, and all partners) is key to our success

The Trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing our aims and objectives and in planning the Charity's future activities and believe that the activities of the Charity clearly demonstrate a direct public benefit. Our main activities and who we try to help are described below. All our charitable activities focus on the promotion of social inclusion and assisting those who are socially excluded to integrate into society and are undertaken to further our charitable purposes for the public benefit.

### **Contribution made by volunteers**

The creative learning programme was run by professional creative tutors who were supported by volunteers. This role offers valuable experience and volunteers included past learners (beneficiaries) and artists wishing to develop careers in Community Arts for Health.

### **Review of the year**

## COURSES

CCA ran the following programme of creative arts activities for adults at risk of social exclusion in a variety of community centres across Cambridge and Fenland:

**7 x Year-long accredited courses** in Digital Art & Design x 2, Drama, Music Production, Photography, Printmaking (Fenland), Visual Arts leading to Level 2 Certificate in Skills for Working in the Creative & Design Industries.

**22 x 8-week online courses** in Beginners Guitar x 2, Beginner's Origami, Beginners Patchwork Book Arts: Experiment, Explore & Play x 2, Creative Writing x 3, Developing Your Designs x2, Drama: Creating Digital Characters, Expressive Painting x 2, Fun with Portraits x 2  
How to sell your Music online, Intro to Song writing, Music production, Personally Pleasing Postcards, Raw Charcoal, Selling Your Work (Visual Arts).

## PROJECTS

CCA ran two projects in response to the COVID pandemic: **Virtual Creative Clubs** - The provision of a safe place for adults with complex physical and mental health conditions to meet with others online to share and develop their creative interest. Funded by Cambridgeshire Community Foundation. **Virtual Creative Summer School** - working online with 13 Creative Practitioners developing skills to create and deliver online courses. Funded by Arts Council England

**Digital Arts Inclusion Programme:** a programme of digital arts courses, the provision of digital equipment for those and future courses. Funded by Qualcomm Foundation via CAF America

**Next Steps** - The provision of support for unemployed and economically inactive adults with health conditions to enable them to engage with further learning, training, volunteering and employment. Funded by National Lottery Community Fund and European Social Fund through the Building Better Opportunities project.

The following projects received funding in the period to be delivered in 2021-22

**Creative Clubs** – the employment of a Creative Community Development Worker to support the transition, post-pandemic, back into face-to-face community centres. Funded by Cambridge City Council Community Grants

**Short Courses** – 2 short creative arts courses to be delivered in wards in the East Area of Cambridge. Funded by Cambridge City Council Community Grants (East Area)

CCA provided 1287 guided learning hours, 272 participants directly benefited from the courses and projects. Of the 20-21 learner cohort 74% had a mental health condition: with over half experiencing anxiety and depression. Other disclosed diagnoses include Bipolar Disorder, Clinical Depression, Personality Disorder, Post-Traumatic Stress Disorder,

Psychosis and Schizophrenia. One third of our learners had complex health conditions disclosing between three and six concurrent challenges that in addition to the above

**Cambridge Community Arts  
Trustees' Annual Report for the year ended 31 July 2021**

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included mobility, sensory impairments, autistic spectrum disorder, learning differences, cognitive impairments, and chronic health conditions. The top three barriers to learning were ability to concentrate, tiredness, and mobility. These were overcome by keeping group sizes small and having additional help and meeting access needs where required

Outcomes reported by Learners:

- 94% said they found the course accessible & inclusive whilst 97% felt safe & supported
- 83% reported improved confidence as a direct result of the course
- 83% newly felt part of a wider community
- 75+% said their mental health had improved as a direct result of the course
- 42% had ideas to go onto further learning
- 25% had intentions to start work or volunteering
- 33% said these improvements had resulted in less visits to their GP

Data from Warwick & Edinburgh Wellbeing Scale showed that the number of people with low wellbeing before the course was reduced after the course and those with moderate wellbeing before the course increased after the course. CCA filled a gap in provision in geographical areas of extreme deprivation including North Cambridge and Fenland delivering in a range of community centres.

A further 61 people were engaged with six different creative clubs that were held online due to the pandemic. Of 25 people that engaged with our Next Steps programme, 6 moved into further education or training, 2 began volunteering, 1 is actively job searching, 2 are starting careers as creative practitioners and 7 moved into employment.

**Achievements against objectives set**

The Trustees worked with the staff to learn from the past, consider the future and listen to our community. From this process we have developed our aims for the next three years:

- To become more financially sustainable by diversifying income streams and holding more strong financial partnerships.
- To communicate who we are to our communities by reviewing and creating a strong brand and identity that expands our reputation as a leader in the field of creativity and wellbeing.
- To maintain and develop our excellent quality by supporting the development of Creative Practitioners to develop shared good practices and by improving our evaluation processes to measure impact.
- To continue to manage and resource growth by ensuring we have enough people with the right support and skills to deliver our services; finding a home based in Cambridge; increasing delivery locations throughout the region and increasing our use of good IT.

**Cambridge Community Arts  
Trustees' Annual Report for the year ended 31 July 2021**

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- To respond to the needs of our community by identifying and engaging with those who need us most and to work with our learners to consider their next steps.

**Going concern implications**

The Trustees consider that the Charity has sufficient reserves to weather the financial storm resulting from the effects of the measures taken to control of the pandemic. They recognise that there may well be some drop in income but this will not be severe enough to threaten the Charity's ability to continue its work.

**Financial Review**

The majority of the Charities income comes from contracts which are ongoing. In addition CCA has been successful in obtaining grants towards the costs of specific projects.

How the incoming resources are spent is laid out in note 5.

The net result for the year was a loss of £11,513 (2020: surplus of £68,116).

**Reserves policy**

During the year, the Trustees, in accordance with the Charity Commission's guidance (Charity Commissioners Booklet CC19 'Charity Reserves'), reviewed its reserves and after assessing the potential threats and risks agreed that its policy should be to maintain sufficient general reserves to ensure the continued avoidance of net current liabilities and to provide sufficient liquid resources to meet both revenue and capital needs.

This year the Charity has set aside £15,000 in a **designated fund** to allow resources to be available for the planning and development of future projects.

Grants received for specific projects are held in a **restricted fund**: the balance at the end of the year was £7,500 (2020: £18,914). It is anticipated that these resources will be spent in the coming year.

**Going Concern**

The Trustees have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees have made this assessment for a period of at least one year from the date of approval of these financial statements. In particular, the Trustees have considered the Charity's forecasts and projections and have taken account of pressures on investments. After making enquiries the Trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Charity

**Cambridge Community Arts  
Trustees' Annual Report for the year ended 31 July 2021**

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therefore continues to adopt the going concern basis in preparing these financial statements.

**Risk Review**

The Trustees have conducted their own review of the major risks, financial, physical and operational to which the Charity is exposed and systems have if necessary been modified to mitigate those risks. Procedures have been put in place to minimise both external and internal risks and these procedures are reviewed annually to ensure that they still meet the needs of the Charity.

**Structure, Governance and Management**

The organisation is a charitable company limited by guarantee incorporated in England and Wales, on 11 March 2014 and registered as a Charity with the Charity Commission on 3rd February 2020. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association, amended by special resolution on 4 July 2019.

Trustees meet as a full Board at least four times a year. There is in addition a finance sub committee which meets no less than three times a year.

Trustees have delegated day to day management to senior staff.

**Statement of Trustees' Responsibilities**

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

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the 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 (FRS 102);
- make judgements and estimates that are reasonable and prudent;

**Cambridge Community Arts  
Trustees' Annual Report for the year ended 31 July 2021**

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- 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 business.

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.

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Trustees

Alice Newton Chair

15 December 2021

Cambridge Community Arts  
Statement of Financial Activities (incorporating an Income & Expenditure Account)  
for the year ended 31 July 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
<b>Income from</b>							
Grants	2	-	58,112	58,112	5,169	70,309	75,478
Charitable activities	3	165,146	-	165,146	220,161	-	220,161
Donations		564	-	564	30	-	30
Other		1,730	-	1,730	4,237	-	4,237
<b>Total income</b>		<b>167,440</b>	<b>58,112</b>	<b>225,552</b>	<b>229,597</b>	<b>70,309</b>	<b>299,906</b>
<b>Expenditure on</b>							
Raising funds:	4	2,024	-	2,024	2,187	-	2,187
Charitable activities:	5	165,515	69,526	235,041	178,208	51,395	229,603
<b>Total expenditure</b>		<b>167,539</b>	<b>69,526</b>	<b>237,065</b>	<b>180,395</b>	<b>51,395</b>	<b>231,790</b>
<b>Net (expenditure)/income for the year</b>	7	<b>(99)</b>	<b>(11,414)</b>	<b>(11,513)</b>	<b>49,202</b>	<b>18,914</b>	<b>68,116</b>
<b>Net movement in funds</b>		<b>(99)</b>	<b>(11,414)</b>	<b>(11,513)</b>	<b>49,202</b>	<b>18,914</b>	<b>68,116</b>
<b>Balances at 1 August</b>		<b>69,141</b>	<b>18,914</b>	<b>88,055</b>	<b>19,939</b>	<b>-</b>	<b>19,939</b>
<b>Balances at 31 July</b>		<b>69,042</b>	<b>7,500</b>	<b>76,542</b>	<b>69,141</b>	<b>18,914</b>	<b>88,055</b>

All amounts relate to continuing activities. There were no recognised gains or losses other than those included above.

The notes on pages 10 to 14 form a part of these financial statements.

**Cambridge Community Arts**  
**Balance Sheet as at 31 July 2021**

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
<b>Fixed Assets</b>							
Tangible fixed assets	9	-	-	-	1,129	-	1,129
		-	-	-	1,129	-	1,129
<b>Current Assets</b>							
Debtors	10	90	-	90	309	-	309
Cash at bank and in hand		74,846	7,500	82,346	73,005	18,914	91,919
		74,936	7,500	82,436	73,314	18,914	92,228
<b>Creditors: amounts falling due within one year</b>	11	(5,894)	-	(5,894)	(5,302)	-	(5,302)
<b>Net current assets</b>		69,042	7,500.00	76,542	68,012	18,914	86,926
<b>Total Net Assets</b>		<b>69,042</b>	<b>7,500.00</b>	<b>76,542</b>	<b>69,141</b>	<b>18,914</b>	<b>88,055</b>
<b>Funds</b>							
General reserve		54,042	-	54,042	54,141	-	54,141
Designated funds		15,000	-	15,000	15,000	-	15,000
Total unrestricted funds		69,042	-	69,042	69,141	-	69,141
Restricted funds		-	7,500	7,500	-	18,914	18,914
	12	<b>69,042</b>	<b>7,500</b>	<b>76,542</b>	<b>69,141</b>	<b>18,914</b>	<b>88,055</b>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard 102.  
Company number 08934371

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Act

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

Approved by the Trustees, and authorised for issue, on 15 December 2021

.....  
Alice Newton (Chair)

The notes on pages 10 to 14 form a part of these financial statements.

## Cambridge Community Arts

### Notes to the Financial Statements

for the year ended 31 July 2021

#### 1 Accounting Policies

##### Basis of preparation

These financial statements are prepared on a going concern basis, as modified by the revaluation of investments, under the historical cost convention.

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

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

The presentation currency is the British £.

##### Going Concern

The trustees have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of these financial statements. In particular, the trustees have considered the Charity's forecast and projections and have taken account of pressures on investments.

After making enquiries the trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing these financial statements.

##### Critical accounting estimates and areas of judgement

The preparation of the financial statements requires the Trustees and management to make significant judgements and estimates.

The items in the financial statements where such judgements and estimates have been made include estimating the useful economic life of fixed assets.

##### Cash at bank and in hand

Cash at bank and in hand is taken to mean cash and short term highly liquid investment deposits with a maturity date of three months or less.

#### 2 Grants

**Accounting policy:** Income from grants is recognised gross when notification of approval is received and treated as unrestricted unless they are specifically restricted by the donor.

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
CAF		12,907	12,907			
CCC - Creative Clubs	-	4,000	4,000	5,169	7,622	12,791
CCC - Short Courses	-	3,500	3,500			
Arts Council England	-	3,472	3,472	-	35,048	35,048
BBO	-	34,233	34,233		23,029	23,029
Cambs Community Fund	-	-	-	-	4,610	4,610
	-	58,112	58,112	5,169	70,309	75,478

Cambridge Community Arts  
Notes to the Financial Statements  
for the year ended 31 July 2021

3 Income from charitable activities

**Accounting policy:** Incoming resources from charitable activities is included gross when it is due.

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Contracts	155,067	-	155,067	209,543	-	209,543
Learner fees	9,640	-	9,640	8,523	-	8,523
Club fees	438	-	438	2,095	-	2,095
	<u>165,145</u>	<u>-</u>	<u>165,145</u>	<u>220,161</u>	<u>-</u>	<u>220,161</u>

4 Raising funds

**Accounting policy:** expenditure on raising funds consists of cost of marketing the learner programme

	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Marketing	<u>2,024</u>	<u>-</u>	<u>2,024</u>	<u>2,187</u>	<u>-</u>	<u>2,187</u>

5 Charitable activities costs

**Accounting policy:** Resources expended are recognised in the period in which they are incurred and include irrecoverable VAT where applicable. Resources are allocated to the particular activity where the cost relates directly to an activity. Salary costs are allocated on the basis of hours worked. Support and governance costs are allocated based on an estimate of staff time.

	Learner programme	Governance costs	TOTAL	Learner programme	Governance costs	TOTAL
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>						
Tutor fees	51,485	-	51,485	45,904	-	45,904
Course costs	11,250	-	11,250	17,700	-	17,700
Events	587	-	587	995	-	995
Exam fees	1,748	-	1,748	2,732	-	2,732
Hardship fund	210	-	210	270	-	270
Staff costs	136,288	2,955	139,243	128,718	3,153	131,870
Training	1,002	-	1,002	489	-	489
<b>Support costs allocated to activities</b>						
Professional fees	270	-	270	1,616	-	1,616
Insurance	874	-	874	858	-	858
Premises costs	7,800	-	7,800	6,899	-	6,899
Office costs	11,498	-	11,498	14,370	-	14,370
Travel	698	-	698	2,039	-	2,039
IT	8,376	-	8,376	3,861	-	3,861
	<u>232,086</u>	<u>2,955</u>	<u>235,041</u>	<u>226,451</u>	<u>3,153</u>	<u>229,603</u>

Cambridge Community Arts

Notes to the Financial Statements

for the year ended 31 July 2021

6 Staff Costs and remuneration of key management personnel

	2021	2020
	£	£
Staff Costs:		
Wages and salaries	129,220	123,893
Social security	7,198	5,799
Other pension costs	2,825	2,178
	<u>139,243</u>	<u>131,870</u>

The Trust considers its key management personnel comprise the trustees and the Charity CEO. The total employment benefits including pension contributions of the key management personnel were £29,547 (2020: £31,525)

	2021	2020
Average number of employees	<u>6</u>	<u>6</u>

No member of staff was paid a salary in excess of £60,000.

The above numbers do not include Trustees who are not permitted to receive remuneration for their duties.

No Trustee was reimbursed travel expenses incurred on Charity business (2020: nil).

7 Net income

	2021	2020
	£	£
This is stated after charging:		
Depreciation	<u>1,129</u>	<u>2,126</u>

8 Pensions

**Accounting policy:** The Charity contributes to the personal pension policies of employees. Its commitment to these defined contribution schemes is limited to the contributions payable, which are accounted for as expenditure in the year in which they are incurred.

	2021	2020
	£	£
Pension contribution	<u>2,825</u>	<u>2,178</u>

**Cambridge Community Arts**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2021**

**9 Tangible Fixed Assets**

**Accounting policy:** Expenditure in excess of £2,000 resulting in a tangible fixed asset is capitalised. Assets are reviewed for impairment if circumstances dictate that their carrying value might exceed their net realisable value. Depreciation is provided to write off the cost of tangible fixed assets over their estimated useful lives, on a straight line basis over the number of years from the year of acquisition as below.

Office Equipment	4 years
Office Equipment	£
<b>Costs</b>	
As at 1 August 2020	7,060
Additions	-
As at 31 July 2021	<u>7,060</u>
<b>Depreciation</b>	
As at 1 August 2020	5,931
Charge for year	<u>1,129</u>
As at 31 July 2021	<u>7,060</u>
<b>NBV at 31 July 2021</b>	<u>-</u>
NBV at 31 July 2020	<u>1,129</u>

**10 Debtors**

**Accounting policy:** other debtors are shown as the amount due. Prepayments are valued at the amount prepaid. Debtors are considered to be basic financial instruments under FRS 102.

	<b>2021</b>	<i>2020</i>
	£	£
Other debtors	90	309
	<u>90</u>	<u>309</u>

**11 Creditors: Amounts falling due within one year**

**Accounting policy:** creditors and provisions are recognised when the Charity has a present obligation resulting from a past event which will result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement value. With the exception of accruals, creditors are considered to be basic financial instruments under FRS102 and are measured at fair value.

	<b>2021</b>	<i>2020</i>
	£	£
Trade creditors	2,850	3,344
Tax and Social Security	3,044	1,958
	<u>5,894</u>	<u>5,302</u>

**Cambridge Community Arts**  
**Notes to the Financial Statements**  
**for the year ended 31 July 2021**

**12 Funds**

**Accounting policy:** Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the objects of the charity. Designated funds are unrestricted funds earmarked by the Trustees for particular purposes. Restricted funds are subject to restrictions on their spending, imposed by the donor.

	<b>Balance at 1 August 2020</b>	Incoming Resources	Resources Expended	Transfers	<b>Balance at 31 July 2021</b>
	£	£	£	£	£
<b>Unrestricted Funds</b>					
General reserve	54,141	167,440	(167,539)		54,042
Designated Funds	15,000				15,000
	<u>69,141</u>	<u>167,440</u>	<u>( 167,539)</u>	<u>-</u>	<u>69,042</u>
<b>Restricted Funds</b>	<u>18,914</u>	<u>58,112</u>	<u>( 69,526)</u>	<u>-</u>	<u>7,500</u>
<b>Total Funds</b>	<u><u>88,055</u></u>	<u><u>225,552</u></u>	<u><u>( 237,065)</u></u>	<u><u>-</u></u>	<u><u>76,542</u></u>

**Designated Funds** Funds set aside for development of future projects

**Restricted Funds** The Charity receives occasional grants and donations for specific charitable purposes. Any balances will be spent in the coming year to complete the projects.

**13 Administrative information**

**Company number** 8934371                      **Charity number** 1187718

**Registered Office** 16-18 Arbury Court  
Cambridge CB4 2JQ

**Trustees** who are also directors under company law, who served during the year and up to the date of this report were as follows:

Umaima Ahmad (appt July 2021)	Matthew Bryan (appt July 2021)
Ruth Clark (resigned December 2021)	Kim Cridland
Rupa Grahame (appt July 2021)	Alice Newton (Chair)
Hilary Seaward (resigned December 2021)	Anne Taylor
Michael Thelwall (appt January 2021)	Lesley Thompson (resigned April 2021)

**Key management personnel** Jane Rich CEO & Company Secretary

**Independent Reviewer** Gary Eves FCCA  
Association of Chartered Certified Accountants  
Websters Cambridge Limited  
10 Wellington Street  
Cambridge CB1 1HW

**Bankers** Co-op Bank  
PO Box 250  
Skelmersdale WN8 6WT

**Cambridge Community Arts  
Independent Examiner's Report to the Trustees of Cambridge Community Arts**

I report on the accounts of the charity for the year ended 31 July 2021 which are set out on pages 8 to 14.

**Respective responsibilities of trustees and examiner**

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gary Eves FCCA  
Association of Chartered Certified Accountants



Websters Cambridge Limited  
A tax, legal and accountancy firm  
10 Wellington Street  
Cambridge  
CB1 1HW

23 February 2022