

Broxbourne Arts Forum Annual Report - 2022

Extracts from **Chairman's Report** – presented to the AGM on 19 July 2022

Broxbourne Arts Forum is celebrating 22 years of existence. Our two major aims, as a representative body for the arts community and as a presenter of an arts-based entertainments programme, are the same as ever, but how we approach them must always be kept under review.

The range of our activities has been wide. We need to promote our successful initiatives, so that we have some positive financial outcomes to show for our efforts. Encouragingly the past year has seen the reawakening of the Arts scene and the re-opening of the Spotlight.

The financial support we receive from the Borough Council is now limited to a hall hire discount, which only applies when using Council premises, and now only at off-peak times. In the most recent award there has been an increase in the percentage offered. Cash grants are in general no longer available to us, but we have benefited from a Herts County Council grant to assist us as we rebuild from lockdown. We are still participants in the Broxbourne Lottery, and some members have been good enough to purchase tickets, some with modest success. It is necessary to identify other sources of support and our relationship with B3Living has continued.

This is now our second year as a registered charity, which has enabled us to make use of the Gift Aid declarations already provided by many members and to recover tax on their subscriptions. We hope that being a charity will open up grant possibilities from other bodies; our Amazon Smile membership has already brought some income.

The full Forum includes nominated representatives of the Council and other sectors such as business and the church and representatives from our affiliated groups, but we have been unable to hold meetings in the past year. The Executive Committee, now the charity's Trustees, has met three times in the past year, all by Zoom, although there have been many informal meetings.

In March the Borough restarted its 'What's On' publication, and has returned to its thrice-yearly pattern, in which we have promoted a number of our events. We have not as yet restarted our own publication. The committee has been discussing how and when to proceed with the next edition. We hope that our groups will confirm their plans at the earliest opportunity. Meanwhile, Lee Rayner has been writing and editing an informative monthly Broadsheet, and has also produced a short form programme.

Other activities are still temporarily suspended i.e. - Outreach to Schools and The Artful Badger Arts Awards. The BArts Student Grant Award scheme continues, offering up to 4 students each year up to £250 to help further their studies, but we have had no recent applications. Our financial situation may require caution in making these awards. Our Watercolour Class restarted successfully in the autumn with tutor Alison Showell, a relaxation of the rules meaning that classes could continue as normal.

Community involvement has continued with membership of the Love Hoddesdon BID.

In concluding, I would like to thank Sponsors, Patrons and Friends for their support, both moral and financial, and members of the Forum and Executive Committee for their work during the year.

J. Malcolm Gordon - Hon. Chairman

Extracts from **Events Director's Report** – presented to the AGM on 19 July 2022

This has been another year of uncertainties and disappointments. The extended closure of the Spotlight and limited information hampered our attempts to restore our regular events. However, its reopening in March has enabled us to contemplate a return to normality. For some time, I resisted the idea of Zooming, but the enthusiastic reception by our patrons made the challenge of adapting our popular 'Let's Do Lunch' series to an online format, via Zoom, worthwhile. With the Spotlight's reopening we returned to real lunches, with full houses, also welcoming some new customers, and we have a full programme going forward. By the end of the year we shall have presented a total of 230 lunches, since the series was started 20 years ago. However, the issue of a new venue for exhibitions remains unsolved; indeed the omission of the word 'Gallery', when the signage at the Spotlight was replaced, is significant. Lowewood Musuem has adapted some wall space for display purposes, but there is not really enough room to make it viable.

Another milestone was reached last September, but couldn't be celebrated, when Barbara Manning would have achieved 10 years of 'My Kind of Music', playing the piano each month in the Bar Lounge, whilst our patrons enjoyed whatever food they preferred. After a hesitant start in May, we have now had two lunches in June and July, with a variety of food on offer. Since the bar is not open on a daily basis, except for events, the catering has to be pre-planned. Welcome news is that the Spotlight will finance a new support trolley for the piano, so that it can be moved to the centre of the room.

We have been pleased to reinstate our annual outdoor Shakespeare production, with The Lord Chamberlain's Men coming to present 'As You Like It' in September, in the Spotlight Gardens. The new projection arrangements in the Dinant Room may provide possibilities of reviving Forum Film Classics.

We hope to restart our printed programme soon, and are contemplating following the 'What's On' format of three issues a year, each with a one month overlap, reducing the need for groups to commit to planning 6 months ahead.

Lee Rayner - Programme Director

BROXBOURNE ARTS FORUM

REGISTERED CHARITY NUMBER: 1188425

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2022
FOR
BROXBOURNE ARTS FORUM**

**BROXBOURNE ARTS FORUM
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FOR THE YEAR ENDED 31 MARCH 2022**

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BROXBOURNE ARTS FORUM
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1188425

Principal address

4 Warners Avenue
Hoddesdon
Hertfordshire
EN11 8LR

Trustees

J M Gordon	Chairman
J Elson	Treasurer
Mrs L Rayner	Programme Director
Mrs M Hutchinson	
Ms K Broad	
Mrs H Marsh	

Independent examiner

R A Ash
48, Berners Way
Wormley, Broxbourne
Herts
EN10 6NP

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is controlled by its governing document, its new constitution dated the 9th of July 2019, and constitutes a Charitable Incorporated Organisation (CIO) registered on the 9th of March 2020.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Charitable Objectives

The objective of the CIO is the advancement of education for the public benefit by fostering and promoting understanding and appreciation of the arts, including but not exclusively by the provision of classes, seminars and training courses.

ACHIEVEMENT AND PERFORMANCE

Activities

The Broxbourne Art Forum, created in 2000, supplements the Borough's own programme of events by providing concerts, plays and operas which would not otherwise be performed. We engage a pianist at lunchtimes in the Spotlight Bar. We organize watercolour classes for local residents and we promote local artists' work by arranging displays. We make grants to eligible students. The Forum also acts as an umbrella organisation for arts groups within the Borough.

Performance

In the year under review most of the Forum's activities remained restricted by the impact of the Covid pandemic and the closure of the Spotlight Theatre. However, we continued to serve the membership with a monthly newsletter, and conducted meetings, and lectures online by Zoom and in March we were able at last to hold a lunchtime talk at a local hall. During the year we were able to hold our Watercolour classes in person and this was the main factor contributing to our improved performance. Fortunately our patrons continued to support us generously and we were also able to claim Gift Aid on their donations. That, together with a modest payment from the Broxbourne Lottery, ensured we finished the year with a £2,034 surplus.

BROXBOURNE ARTS FORUM
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

Approved by order of the board of trustees on: 24th May 2022



J M Gordon - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BROXBOURNE ARTS FORUM**

I report on the accounts for the year ended 31 March 2022, which are set out on pages four to nine.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the 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.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



R A Ash
Independent Examiner
48, Berners Way
Wormley
Broxbourne
Herts
EN10 6NP

Date: 24th June 2022

BROXBOURNE ARTS FORUM

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

		2022	2021
		Unrestricted	Total
		fund	funds
		£	£
INCOMING RESOURCES	Notes		
Incoming resources from generated funds			
Voluntary income		2,090	2,515
Activities for generating funds	2	3,809	2,156
Investment income	3	1	3
		<hr/>	<hr/>
Total incoming resources		5,900	4,674
 RESOURCES EXPENDED			
Costs of generating funds			
Costs of generating voluntary income		1,831	690
Governance costs		396	393
Other resources expended		1,639	2,821
		<hr/>	<hr/>
Total resources expended		3,866	3,904
		<hr/>	<hr/>
NET INCOMING RESOURCES		2,034	770
 RECONCILIATION OF FUNDS			
Total funds brought forward		13,419	12,649
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		<u>15,453</u>	<u>13,419</u>

The notes form part of these financial statements

BROXBOURNE ARTS FORUM

BALANCE SHEET AT 31 MARCH 2022

		2022 Unrestricted fund £	2021 Total Funds £
FIXED ASSETS	Notes		
Tangible assets	5	236	262
CURRENT ASSETS			
Prepayments and accrued income		666	258
Cash at bank and in hand		17,367	15,005
		<hr/> 18,033	<hr/> 15,263
CREDITORS			
Amounts falling due within one year	6	(2,816)	(2,106)
		<hr/>	<hr/>
NET CURRENT ASSETS		15,217	13,157
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		15,453	13,419
		<hr/>	<hr/>
NET ASSETS		15,453	13,419
		<hr/> <hr/>	<hr/> <hr/>
FUNDS	7		
Unrestricted funds		15,453	13,419
		<hr/>	<hr/>
TOTAL FUNDS		15,453	13,419
		<hr/> <hr/>	<hr/> <hr/>

The financial statements were approved by the Board of Trustees on 24th May 2022

and were signed on its behalf by:



.....
J M Gordon -Trustee

The notes form part of these financial statements

BROXBOURNE ARTS FORUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

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

Resources expended

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	2022	2021
	Unrestricted	Total
	funds	funds
	£	£
Income from Classes	2,355	1,070
Income from Lunches	900	255
Affiliation Fees	366	447
BARTS Programme Adverts	-	185
Broxbourne Lottery	176	199
Sundries	12	-
Hall Hire Allowance	-	-
	<hr/>	<hr/>
	3,809	2,156
	<hr/>	<hr/>

BROXBOURNE ARTS FORUM

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2022

3. INVESTMENT INCOME

	2022 Unrestricted funds £	2021 Total funds £
Interest receivable - trading	1	3

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2021	6,397
Additions	0
At 31 March 2022	6,397
DEPRECIATION	
At 1 April 2021	6,135
Charge for year	26
At 31 March 2022	6,161
NET BOOK VALUE	
At 31 March 2022	236
At 31 March 2021	262

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	2,364	1,728
Other creditors	452	378
	2,816	2,106

BROXBOURNE ARTS FORUM

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022**

7. MOVEMENT IN FUNDS

	At 1/4/21 £	Net movement in funds £	At 31/3/22 £
Unrestricted funds			
General fund	13,419	2,034	15,453
TOTAL FUNDS	<u>13,419</u>	<u>2,034</u>	<u>15,453</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	5,900	(3,866)	2,034
TOTAL FUNDS	<u>5,900</u>	<u>(3,866)</u>	<u>2,034</u>

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
Unrestricted Funds			
General fund	12,649	770	13,419
TOTAL FUNDS	<u>12,649</u>	<u>770</u>	<u>13,419</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	4,674	(3,904)	770
TOTAL FUNDS	<u>4,674</u>	<u>(3,904)</u>	<u>770</u>

BROXBOURNE ARTS FORUM

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2022**

7. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/20 £	Net movement in funds £	At 31/3/22 £
Unrestricted funds			
General fund	12,649	2,804	15,453
TOTAL FUNDS	<u>12,649</u>	<u>2,804</u>	<u>15,453</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	10,574	(7,770)	2,804
TOTAL FUNDS	<u>10,574</u>	<u>(7,770)</u>	<u>2,804</u>

BROXBOURNE ARTS FORUM

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

INCOMING RESOURCES	2022 £	2021 £
Voluntary income		
Donations	1,813	2,238
Gift aid	277	277
	<hr/>	<hr/>
	2,090	2,515
Activities for generating funds		
Income from Events	-	-
Income from Classes	2,355	1,070
Income from Lunches	900	255
Affiliation Fees	366	447
BARTS Programme Adverts	-	185
Broxbourne Lottery	176	199
Sundries	12	
Hall Hire Allowance	-	
	<hr/>	<hr/>
	3,809	2,156
Investment income		
Interest receivable - trading	1	3
	<hr/>	<hr/>
Total incoming resources	5,900	4,674
RESOURCES EXPENDED		
Costs of generating voluntary income		
Expenditure on Events		-
Expenditure on Classes	1,650	690
Expenditure on Lunches	181	-
	<hr/>	<hr/>
	1,831	690
Governance costs		
Independent Examiner	396	378
AGM and meeting room hire	-	15
	<hr/>	<hr/>
	396	393
Support costs		
Management		
Insurance	1,152	1,140
Postage and stationery	114	353
Sundries	46	71
BARTS Programme / Broadsheet	72	960
Website Costs	129	172
Grants to Students	-	-
Love Hoddesdon Membership Fee	100	100
Fixtures and fittings	26	25
	<hr/>	<hr/>
	1,639	2,821
Total resources expended	3,866	3,214
	<hr/>	<hr/>
Net income	2,034	770
	<hr/>	<hr/>