
THE CIRCUS PROJECT

**TRUSTEES' REPORT AND ANNUAL
ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER
2021**

Registered Charity Number: 1190577

Contents

Page No

- 1 Charity information
- 2-6 Trustees' report
- 7 Receipts and Payments Account
- 8 Statement of Assets and Liabilities
- 9 Notes to the Statement of Assets and Liabilities

Charity Information

The Circus
Project
For the year ended 31 December
2021

Trustees

David Ward
Peter
Hedgethorne
Lucy Kenward
John
McDermott
Dan Hewitt

Registered Number

1190577

Registered Office

Hangleton Community
Centre Harmsworth
Crescent
Hove
Sussex
BN3
8BW
United Kingdom

Report of the Trustees

The Trustees present their report and the audited financial statements for the year ended 31st December 2021.

ORGANISATIONAL STRUCTURE AND MANAGEMENT

The Circus project has been active since 1999, gaining Charity status in 2004. The Circus Project recently changed from an unincorporated charity to a CIO, governed by a charity constitution which was adopted 27th July 2020. A copy of this constitution is published on the charity website and is also available on request.

The Circus Project's governing constitution specifies that the charity's board of trustees shall consist of not less than four (4) members, nor more than nine (9) members. Trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

On the 27th July 2020 there were 5 elected members on the board of trustees. On the 31st December 2021 there were 5 elected members on the board of trustees.

- Peter Hedgethorpe - Chair
- David Ward - Trustee
- John McDermott - Trustee
- Lucy Kenward - Secretary
- Dan Hewitt - Treasurer

Decision making

The charity trustees are responsible for decision making relating to the governance structure, strategy, risk and finances, and any issues of significant impact are voted upon as a trustee board. The management team below are delegated the day to day running of the charity during 2021.

Charity management team

- VICTORIA MCMANUS - ARTISTIC DIRECTOR/ADMINISTRATOR
Self-employed position held 27th July 2020 - 31st December 2021
- TAMATI RAPHAEL - SENIOR INSTRUCTOR
Self-employed position held 27th July 2020 - 31st December 2021
- ALEX POULTER - RIGGER
Self-employed position held 27th July 2020 - 31st December 2021

OBJECTIVES AND ACTIVITIES

How the charity delivers public benefit

Throughout 2021 the core activities and objectives of the Circus Project have been built around its charitable purpose and objects with due regard to public benefit in line with the Charity Commissions guidance on public benefit, including the guidance on public benefit and fee charging. The Circus Project relies on grants and the income from fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of the Circus Projects activities and courses for those on low income.

In 2021 The Circus Project has worked to achieve these objects using a number of focused objectives. Each of the eight objectives below have been written within an understanding of the charitable purpose of the Circus Project and their public benefit in line with Charity Commission guidance on public benefit.

In 2021 The Circus Project has worked to achieve these objects using a number of focused objectives:

- TEACH PEOPLE: Provide high quality circus arts classes and workshops suitable for all ages and all abilities
- FOSTER YOUNG TALENT: Nurture young talent and help young people who wish to pursue a career in the circus world
- JOIN FORCES: Encourage collaborations and cross-art partnerships
- CHANGE LIVES: Utilise the use of circus as a tool for helping people who are having a difficult time in their lives
- DEVELOP CIRCUS: Be instrumental and truly active in developing contemporary circus regionally and nationally
- CREATE WORK: Create work that inspires, delights the heart, and challenges the idea of what circus can be
- HELP ARTISTIS: Provide resources, advice, and practical support, showcasing opportunities and networking opportunities for professional and semi-professional artists
- BE EXCELLENT: Be a model of good practice and artistic excellence within the sector nationally

ACHIEVEMENTS AND PERFORMANCE IN 2021

Trustee report on achievements and performance 2021:

- **Funding**

Public donations were collected during the Youth performances at The Brighton Dome in December 2021. Donations amounted to £1237.

The trustees and management team organized an online raffle to raise funds to support The Circus Project through the lockdown closure. This event was a successful way to bring our circus community together gathering donations, reaching out to friends and family and raising £517.50 to go towards recovery.

- **Trustee recruitment**

We successfully recruited two new board members Lucy Kenward in 2020 and John McDermott in 2021.

- **Health and Safety**

With the short window to return to classes the management team revised the structure of classes limiting class numbers and use of equipment. Implementing a Covid policy and risk assessment based on the latest government guidance on working safely during coronavirus for providers of grassroots sport and gym/leisure facilities. A policy that is revised on a regular basis and in response to updated guidance from the government.

- **Constitution of the Charity**

The Trustees received confirmation from the Charity Commission to change to a Charitable Incorporated Organisation in 2020. This has required stringent review and decision taking on constitutional issues. The new structure offers a more robust constitutional framework to take The Circus Project into the future, to realise our plans for growth and to help attract a wider range of Trustees who may currently be reluctant to join a charity where they would hold personal liability for any financial risk.

- **Youth performance**

In collaboration with The Brighton Dome and Circolombia, 20 youth circus students performed in a pre-show curtain raiser for Acelere, the Christmas show at Brighton Dome Concert Hall. 6 performers from Circolombia spent 4 days delivering workshops with our youth group to create 2 x 10min pieces. They taught the students new skills in acrobatics, juggling and partner balancing. This opportunity was opened up to all Brighton youth circus groups and managed by our Artistic Director. For the majority of the students this was their first experience working with a professional company and performing on stage to the public.

Financial Review

The new CIO took over the reserves of the previous unincorporated charitable organization during the period, which amounted to £15,982 represented by £15,155 of unrestricted funds and £827 of restricted funds. The 17 month period ended 31st December 2021 recorded net payments over receipts of £6,099, represented by £6,122 of unrestricted payments over receipts and £23 was restricted receipts over payments. Total monetary assets (represented by the Lloyds Bank account) at 31 December 2021 stood at £9,884 of which £9,034 was unrestricted funds and £850 was restricted funds.

Total expenditure for the 17 month period ended 31st December 2021 amounted to £21,866.

Reserves Policy

The Circus Project is committed to using its resources in pursuit of its charitable objectives. It is also committed however to maintaining a level of reserves that is prudent to meeting ongoing liabilities, sufficient to ensure that all delivery commitments can be met and to protect the long-term future of The Circus Project's operations.

The Circus Project seeks to balance these priorities by holding a level of unrestricted reserves which equates to about three months of running costs. As at 31 December 2021, unrestricted reserves stood at £9,034 which represents approximately 5 months of total costs at normal, pre-Covid 19 levels.

The Trustees acknowledge this is above the level set by current reserves policy and is therefore considered sufficient to cover current commitments for the following financial year. There has been a depletion of reserves during the period covered by the accounts, owing to the fall of income during lockdown whilst certain costs have had to be maintained, and the Board of Trustees is monitoring the level of reserves quarterly and will take appropriate action if reserves fall outside the desired range.

Statement of Trustees Responsibilities

The Charities Act 2011 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association and of the surplus or deficit for that period.

In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent
- Comply with applicable accounting standards subject to any material departures disclosed and explained in the financial statements, and whether the financial statements have been prepared in accordance with the Charities SORP; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will not continue in operation

The Trustees are responsible for:

- Keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity; and
- Safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by the board of Trustees on 9 August 2022 and signed on its behalf:



.....
Peter Hedgethorpe

General Fund	Unrestricted	Restricted	Total 2021
Income Receipts			
Donations / Fundraising	533	250	783
Youth programme	10,120		10,120
Adult programme	4,831		4,831
Workshops	-		-
Merchandise sales	33		33
Private hire	-		-
Total Receipts	15,517	250	15,767

Receipts and Payments Account

Payments			
<u>Direct costs:</u>			
Instructor & performer fees	871	-	871
Artistic director fees	4,468		4,468
Rigger fees & maintenance	50		50
Show production fees	-		-
Specialist equipment	97		97
Other materials and resources	59		59
Merchandise costs	(59)		(59)
Advertising & marketing	-		-
Rent	1,877	-	1,877
Fundraising costs	-		-
<u>Central administration costs:</u>			
Administrator	11,125	-	11,125
Insurance	1,090		1,090
IT Software and Consumables	96	-	96
Stationery, postage, office costs	-		-
Bank charges	(0)		(0)
Volunteer expenses			-
Accounts preparation and independent examination	801		801
Staff training	-		-
Staff travel	-		-
Telephone & internet	865		865
Subscriptions	235		235
Other expenses	65	227	292
Total Payments	21,639	227	21,866
Net receipts (payments) for the year	(6,122)	23	(6,099)
Transfer	-	-	-
Net receipts (payments) for the year after transfers	(6,122)	23	(6,099)
Balance of Funds at 27th July 2020	15,155	827	15,982
Balance of Funds at 31st December 2021	9,034	850	9,884

Statement of Assets and Liabilities at 31 December 2021

Assets

	Note	2021
Bank		
Lloyds bank account		9,884
Cash in hand		-
		9,884
Non-Monetary Assets		
Debtors		-
Total current assets		9,884

Liabilities

Creditors: amounts falling due within one year	-
Net current assets	9,884

Funds

General funds	1	9,034
Restricted funds	1	850
		9,884

Movement in Funds

	Balance 27/07/20	Receipts	Payments	Balance 31/12/21
Restricted Funds				
Emma Insley 'Just be creative fund'	0	260	27	233
Circus Tots	827	-10	200	617
	827	250	227	850
Unrestricted Funds				
General Fund	15,155	15,517	21,639	9,034
	15,400	15,767	21,866	9,884

Notes to the Financial Statements

The Circus Project For the year ended 31 December 2021

1. Statement of Accounting Policies

The Circus Project is a Charitable Incorporated Organisation. These Financial Statements are general purpose financial statements and have been prepared in accordance with generally accepted accounting practices.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

2. Changes in Accounting Policies

There have been no changes in Accounting Policies. All policies have been applied on bases consistent with those used in previous years.

3. Fund Accounting

The accounts distinguish between restricted and unrestricted funds. Restricted funds been raised by the charity for specific purposes or are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees for expenditure on its objects or appropriated to reserves for internally designated purposes.

Purpose of restricted funding:

Circus Tots

Income from fundraising for delivery of free 'classes to children aged 2-6 who either live in the Hangleton & Knoll area, or whose parents are living on a low income.

Emma Insley 'Just be creative fund'

Donation to support free placements for adults and children's online zoom classes during the pandemic. These classes started during lockdown to keep students engaged with movement and fitness and to prepare for their return to in-person classes. There is a balance of £233 to be carried forward and allocated to supporting the return of in-person classes and to the purchase of aerial equipment.

The financial statements included in this report, all of the figures and information were approved by the board of Trustees on 9 August 2022 and were signed on its behalf by:



.....

Peter Hedgethorpe