

Take A Part CIO

Charity No. 1192298

Company No. CE023324

Trustees' Report and Unaudited Accounts

31 March 2022

Take A Part CIO
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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the period ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. CE023324

Charity No. 1192298

Registered Office

C/O Karst
28 George Place
Plymouth
Devon
PL1 3NY

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

S. Bowden
C.S. Hope
G.M. Leahy
Z. Li
J. Miller
J. Puleston

Key Management Personnel

Chair

Dr Gerard Mark Leahy

Accountants

Precise Accountants Ltd
Unit 6, Brooklands
Budshead Road
Plymouth
Devon
PL6 5XR

OBJECTIVES AND ACTIVITIES

The purpose of the charity as set out in its governing document is to promote, maintain, improve and advance education and appreciation of the arts in all forms in particular, but not limited to, the provision of community arts projects led by community engagement in Plymouth and the wider South West region.

The main activities undertaken in relation to those purposes are below:

Community Arts Projects and Commissions

Working with communities that have historically and systemically had less, we use creativity as a catalyst for change - supporting the development of more agency and activism from the ground up.

Creative Education Programmes

Using creativity as another way 'in', we support teachers, parents, early years education etc to use creativity to engage children in learning and to increase educational attainment and appreciation of the arts for young people at the earliest stages of life.

Creative Programmes for Young People

We work with CYP of all age ranges in projects that are devised and delivered by them. They set the ambitions, the budgets and the briefs for all the work and then work alongside of us to monitor and develop projects that support YP across the city (such as asset based community development mapping projects, social enterprise work, creating art in the public realm etc).

Supporting the Sector: Advice, Guidance, Talent Development and Mentoring

We support those interested in community arts to upskill via a range of activities such as our flagship Social Making symposium, mentoring and advice support, Social Learning (Learn As You Go and Pay What You Can online sessions) and via placements and smaller commissions.

Community Arts Projects and Commissions:

Coxside Residents Arts Board (CRAB) - a group of residents who work with Take A Part in the East End of Plymouth to devise Projects that support creative engagement in the wider community and use art projects to instigate local changes. Key events included Coxside Carnival, Beach Cleans, Go and See Projects, Coxside Echoes Community Magazine and various fun days and events.

Stoke Village Hub - a group of residents working in Stoke Village (West End) to devise Projects that support creative engagement in the wider community and use art projects to instigate local changes. Key events included Artist in Residence Programme, Village Hub making days, community fun days and workshops to upskill residents.

Creative Education Programmes:

Crazy Glue - a series of after school art clubs for parents and children from vulnerable families in Efford, East End and Whiteleigh to engage together creatively to find ways to support one another and get signposted to services and support in their area that address wider needs such as energy crisis support, employment services et al.

Centre of Excellence for Creative Education - working in partnership with High View School, TAP support teachers and artists to learn how to use creativity to increase educational attainment and appreciation of art from the earliest stages.

Creative Programmes for Young People:

Young Creatives (PRIME): Working with the skating community of Plymouth via PRIME Skatepark, we are exploring social enterprise models and DIY approaches for making with creativity (ie designing skateboards and logos, repeat patterns etc).

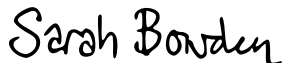
Take A Part CIO
Trustees Annual Report

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

S. Bowden

A handwritten signature in black ink that reads "Sarah Bowden". The signature is written in a cursive, flowing style.

Trustee

21 October 2022

Take A Part CIO

Independent Examiners Report

Independent Examiner's Report to the trustees of Take A Part CIO

I report to the charity trustees on my examination of the financial statements of Take A Part CIO for the period ended 31 March 2022 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 FCCA.

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.

Lee James Hardacre
FCCA
Precise Accountants Ltd
Unit 6, Brooklands
Budshead Road
Plymouth
Devon
PL6 5XR
21 October 2022

Take A Part CIO
Statement of Financial Activities
for the period ended 31 March 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
	Notes			
Income and endowments from:				
Donations and legacies	3	223,615	19,840	243,455
Other trading activities	4	54,971	-	54,971
Other	5	18,925	-	18,925
Total		297,511	19,840	317,351
Expenditure on:				
Other	6	246,206	19,840	266,046
Total		246,206	19,840	266,046
Net gains on investments		-	-	-
Net income	7	51,305	-	51,305
Transfers between funds		-	-	-
Net income before other gains/(losses)		51,305	-	51,305
Other gains and losses				
Net movement in funds		51,305	-	51,305
Reconciliation of funds:				
Total funds carried forward		51,305	-	51,305

Take A Part CIO
Summary Income and Expenditure Account
for the period ended 31 March 2022

	2022
	£
Income	317,351
Gross income for the period	<u>317,351</u>
Expenditure	265,722
Interest payable	57
Depreciation and charges for impairment of fixed assets	267
Total expenditure for the period	<u>266,046</u>
Net income before tax for the period	51,305
Net income for the period	<u><u>51,305</u></u>

Take A Part CIO
Balance Sheet
at 31 March 2022

Company No.	CE023324	Notes	2022 £
Fixed assets			
	Tangible assets	9	652
	Investments	10	1
			<u>653</u>
Current assets			
	Debtors	11	10,016
	Cash at bank and in hand		77,586
			<u>87,602</u>
	Creditors: Amount falling due within one year	12	(36,950)
	Net current assets		<u>50,652</u>
	Total assets less current liabilities		<u>51,305</u>
	Net assets excluding pension asset or liability		<u>51,305</u>
	Total net assets		<u><u>51,305</u></u>
The funds of the charity			
	Restricted funds	13	
	Restricted income funds		-
			<u>-</u>
	Unrestricted funds	13	
	General funds		51,305
			<u>51,305</u>
	Reserves	13	
	Total funds		<u><u>51,305</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the period ended 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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 board on 21 October 2022

And signed on its behalf by:

Sarah Bowden

S. Bowden
Trustee
21 October 2022

1 Accounting policies**Basis of preparation**

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Take A Part CIO

Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

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

Tangible fixed assets and depreciation

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

Fixtures and equipment	20%% Straight line
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Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably 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 normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

Take A Part CIO**Notes to the Accounts****2 Company status**

The company is a charitable incorporated organisation (CIO) and consequently does not have share capital.

3 Income from donations and legacies

	Unrestricted	Restricted	Total 2022
	£	£	£
Donations	10,000	-	10,000
Grants	213,615	19,840	233,455
	<u>223,615</u>	<u>19,840</u>	<u>243,455</u>

4 Income from other trading activities

	Unrestricted	Total 2022
	£	£
Management and consultancy fee income	54,971	54,971
	<u>54,971</u>	<u>54,971</u>

5 Other income

	Unrestricted	Total 2022
	£	£
Covid-19 support grants	18,925	18,925
	<u>18,925</u>	<u>18,925</u>

6 Other expenditure

	Unrestricted	Restricted	Total 2022
	£	£	£
Advertising and marketing costs	20,964	-	20,964
Artist fees	11,909	-	11,909
Workshop and event costs	8,603	-	8,603
Producer fees	24,469	-	24,469
Other interest payable	57	-	57
Employee costs	157,888	19,840	177,728
Motor and travel costs	7,164	-	7,164
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	267	-	267
General administrative costs	5,504	-	5,504
Legal and professional costs	9,381	-	9,381
	<u>246,206</u>	<u>19,840</u>	<u>266,046</u>

Take A Part CIO**Notes to the Accounts****7 Net income before transfers****2022**

This is stated after charging:

£

Depreciation of owned fixed assets

267

8 Staff costs**2022**

Salaries and wages

158,544

Social security costs

6,913

Pension costs

3,353

168,810

No employee received emoluments in excess of £60,000.

9 Tangible fixed assets**Fixtures and
equipment****Total****£****£****Cost or revaluation**

Additions

919

919

At 31 March 2022

919919**Depreciation and impairment**

Depreciation charge for the year

267

267

At 31 March 2022

267267**Net book values**

At 31 March 2022

652652**10 Investments****Investment
in
Subsidiaries
£****Total
£****Cost or revaluation**

Additions

1

1

At 31 March 2022

11**Net book values**

At 31 March 2022

11**11 Debtors****2022****£**

Trade debtors

7,765

Other debtors

360

Prepayments and accrued income

1,891

10,016

Take A Part CIO

Notes to the Accounts

12 Creditors:

amounts falling due within one year

	2022
	£
Trade creditors	2,755
Accruals	1,002
Deferred income	33,193
	<u>36,950</u>

13 Movement in funds

	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2022 £
Restricted funds:			
Restricted income funds:			
TS2 Grant	19,840	(19,840)	-
<i>Total</i>	<u>19,840</u>	<u>(19,840)</u>	<u>-</u>
Unrestricted funds:			
General funds	297,511	(246,206)	51,305
Total funds	<u>317,351</u>	<u>(266,046)</u>	<u>51,305</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

TS2 Grant Covering salary costs on TS2 project

14 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	652	652
Investments	1	1
Net current assets	50,652	50,652
	<u>51,305</u>	<u>51,305</u>

Take A Part CIO
Notes to the Accounts

15 Reconciliation of net debt

	Cash flows	At 31 March 2022
	£	£
Cash and cash equivalents	77,586	77,586
	<u>77,586</u>	<u>77,586</u>
Net debt	<u>77,586</u>	<u>77,586</u>

16 Commitments

Pension commitments

	2022
	£
The pension cost charge to the company amounted to:	<u>3,353</u>

17 Related party disclosures

Controlling party

The company is a charitable incorporated organisation (CIO) and has no share capital; thus no single party controls the company.

Take A Part CIO
Detailed Statement of Financial Activities
for the period ended 31 March 2022

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Income and endowments from:			
Donations and legacies			
Donations	10,000	-	10,000
Grants	213,615	19,840	233,455
	<u>223,615</u>	<u>19,840</u>	<u>243,455</u>
Other trading activities			
Management and consultancy fee income	54,971	-	54,971
	<u>54,971</u>	<u>-</u>	<u>54,971</u>
Other			
Covid-19 support grants	18,925	-	18,925
	<u>18,925</u>	<u>-</u>	<u>18,925</u>
Total income and endowments	297,511	19,840	317,351
Expenditure on:			
Other expenditure			
Advertising and marketing costs	20,964	-	20,964
Artist fees	11,909	-	11,909
Workshop and event costs	8,603	-	8,603
Producer fees	24,469	-	24,469
Other interest payable	57	-	57
	<u>66,002</u>	<u>-</u>	<u>66,002</u>
Employee costs			
Salaries/wages	77,455	18,273	95,728
Directors' remuneration	62,816	-	62,816
Employer's NIC	5,685	1,228	6,913
Pension costs	3,014	339	3,353
Staff training	8,918	-	8,918
	<u>157,888</u>	<u>19,840</u>	<u>177,728</u>
Motor and travel costs			
Travel and subsistence	7,164	-	7,164
	<u>7,164</u>	<u>-</u>	<u>7,164</u>
General administrative costs, including depreciation and amortisation			
Depreciation of Fixtures and equipment	267	-	267
Bad debts	133	-	133
Bank charges	277	-	277
General insurances	411	-	411
Software, IT support and related costs	1,547	-	1,547
Stationery and printing	637	-	637

Take A Part CIO**Detailed Statement of Financial Activities**

Subscriptions	557	-	557
Sundry expenses	1,353	-	1,353
Telephone, fax and broadband	589	-	589
	<u>5,771</u>	<u>-</u>	<u>5,771</u>
Legal and professional costs			
Accountancy and bookkeeping	9,381	-	9,381
	<u>9,381</u>	<u>-</u>	<u>9,381</u>
Total of expenditure of other costs	<u>246,206</u>	<u>19,840</u>	<u>266,046</u>
Total expenditure	<u>246,206</u>	<u>19,840</u>	<u>266,046</u>
Net gains on investments	-	-	-
	<u>51,305</u>	<u>-</u>	<u>51,305</u>
Net income			
	<u>51,305</u>	<u>-</u>	<u>51,305</u>
Net income before other gains/(losses)			
Other Gains	-	-	-
	<u>51,305</u>	<u>-</u>	<u>51,305</u>
Net movement in funds			
	<u>51,305</u>	<u>-</u>	<u>51,305</u>
Reconciliation of funds:			
Total funds brought forward	-	-	-
Total funds carried forward	<u>51,305</u>	<u>-</u>	<u>51,305</u>