

PLYMOUTH CULTURE CIO
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2021



PLYMOUTH CULTURE CIO

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PLYMOUTH CULTURE CIO

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE PERIOD ENDED 31 JULY 2021**

Trustees	L Hall, Chair S Snellgrove P Smith
Charity registered number	1193093
Principal office	Plymouth University Drake Circus Plymouth Devon PL4 8AA
Chief executive officer	H Harris
Accountants	Griffin Chartered Accountants 165 High Street Honiton EX14 1LQ

PLYMOUTH CULTURE CIO

TRUSTEES' REPORT FOR THE PERIOD ENDED 31 JULY 2021

The Trustees present their annual report together with the financial statements of the Plymouth Culture CIO for the period 1 April 2020 to 31 July 2021.

Objectives and activities

a. Policies and objectives

Plymouth Culture exists to support the development of arts and culture across Plymouth and the South West Region. It is a development organisation which provides leadership, strategic planning and funding support to the culture sector.

The charity's objectives are specifically restricted to promote, improve, develop and maintain public education and appreciation of the arts and culture across the city of Plymouth, and the wider area, for the public benefit by providing leadership, strategic planning and support to the cultural sector.

As outlined in the 2021/22 Business Plan the core activities for this period will be:

- Sector Development
- Strategic Leadership
- Partnerships
- Mayflower 400

PLYMOUTH CULTURE CIO

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2021

Achievements and performance

a. Main achievements of the Charity

Covid-19 has had significant implications for the organisation throughout this period. In particular it has placed increased demand on the charity to provide support, advice and guidance to the sector. We continue to be agile in this regard providing 1-2-1 meetings with organisations and individuals in need of support, recovery funding and information. In the year to March 2021 we know our support helped cultural organisations in the city secure approx. £6m in recovery funding. The provision of sector and audience data reports was particularly useful for organisations submitting applications.

With reference to the business plan objectives, achievements to note include:

- Publishing the 10-year Culture Plan for Plymouth, which was formally adopted by Plymouth City Council in March 2021;
- Securing funding for and launching the High Street Heritage Action Zone Cultural Programme. This includes commissioning activation activity across the high street over the next three years (approximately £102k);
- Securing funding from the C-Care Interreg programme as a delivery partner for Plymouth City Council. This will enable the organization to appoint a project manager, deliver a meanwhile use and business support programme for the sector (approximately £82k);
- Establishing Mesh, a collaboration between existing creative networks to give the sector a stronger and more co-ordinated voice;
- Supported the review and development of the Plymouth Cultural Education Partnership (PCEP) with the proposal of a new Forum and Co-ordinator role to be hosted by Plymouth Culture;
- Launched the Made in Plymouth website in its new format to showcase the city and its creative people and places;
- Supported the development and submission of an Arts Council funding application for British Art Show 9 (to begin September 2021 if successful);
- Developed a draft structure for the recruitment and establishment of the Cultural Partnership to steer the implementation of the Culture Plan (to be launched Autumn 2021);
- Developed a draft recruitment plan and process to recruit new trustees to the board (to be launched Autumn 2021);
- Concluded the Cultural Investment Funds round 1 projects and embarked on the design of year 2; Supported the presentation and distribution of the M400 evaluation report.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

PLYMOUTH CULTURE CIO

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2021

b. Reserves policy

The target level of free reserves is set at three months operating costs, which is approximately £55,000. Reserves are currently held at £155,310. This provides sufficient time should the organisation lose existing funding streams to a) secure alternative sources of funding or b) close the organization, meeting immediate operational obligations including redundancy payments.

These reserves are in place and have been maintained throughout the period.

The reserves will be unrestricted and are intended to enable the organisation to deliver its core priorities which include, but is not limited to:

- Sector support
- Securing funding and investment
- Leading cultural policy development

The trustees will call upon the reserves in order to maintain delivery against these priorities if required. The policy will remain under regular review in order to evolve with the financial requirements of the organisation.

c. Financial results

During the period, the charity received total income of £578,875 and had total costs of £423,565 giving a surplus of £155,310. This is higher than anticipated because expenditure has been delayed due to Covid restrictions. We anticipate the end of year figures for next year will return to projected levels.

The charity receives core funding from Arts Council England (ACE) as a national Portfolio Organisation (NPO) and an unrestricted grant from Plymouth City Council (PCC) to support operating activities. The impact of Covid-19 has been to place pressure on these funding streams but existing commitments have been confirmed by both funders and we have entered conversations to secure an extension funding year 2022/23.

The charity has taken a prudent view on all other non-confirmed funding and assumed that none will be received from other sources in the next two financial years. We have been successful in securing project funding which will allow for the delivery of strategic activity outlined in the Culture Plan and business plan. These are restricted funds.

Structure, governance and management

a. Constitution

Plymouth Culture CIO is a Charitable Incorporated Organisation, charity number 1193093, governed by its constitution dated 22 December 2020.

b. Methods of appointment or election of Trustees

Apart from the first charity trustees, every trustee must be 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 charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

PLYMOUTH CULTURE CIO

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 JULY 2021

Plans for future periods

The Culture Plan is a core document in helping to shape the direction and priorities of the charity for future periods. We will continue to focus on establishing the structure that will facilitate the implementation of the Culture Plan, including the Cultural Partnership, and the strengthening of Plymouth Culture, including the recruitment of new trustees. The delivery of strategic projects such as C-Care and HAZ remain a priority in support of the sector recovery objectives.

Statement of Trustees' responsibilities

The Trustees 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).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on
and signed on their behalf by:

 31/01/22

L Hall
Chair

PLYMOUTH CULTURE CIO

INDEPENDENT EXAMINER'S REPORT FOR THE PERIOD ENDED 31 JULY 2021

Independent Examiner's Report to the Trustees of Plymouth Culture CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the period ended 31 July 2021.

Responsibilities and Basis of Report

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Your attention is drawn to the fact that the Charity has prepared the accounts 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

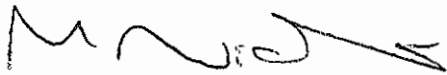
1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 accounts to be reached.

PLYMOUTH CULTURE CIO

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE PERIOD ENDED 31 JULY 2021

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.



Misty Nickells FCA

Griffin
Chartered Accountants
165 High Street
Honiton
EX14 1LQ
Date: 18/03/2022

PLYMOUTH CULTURE CIO

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31 JULY 2021**

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Income from:				
Donations and legacies:	3			
Transferred on conversion to CIO		31,884	59,036	90,920
Other donations and legacies		-	71,952	71,952
Charitable activities	4	105,407	310,596	416,003
Total income		137,291	441,584	578,875
Expenditure on:				
Charitable activities		149,592	273,973	423,565
Total expenditure		149,592	273,973	423,565
Net (expenditure)/income		(12,301)	167,611	155,310
Transfers between funds	12	15,609	(15,609)	-
Net movement in funds		3,308	152,002	155,310
Reconciliation of funds:				
Net movement in funds		3,308	152,002	155,310
Total funds carried forward		3,308	152,002	155,310

The Statement of Financial Activities includes all gains and losses recognised in the period.

The notes on pages 10 to 18 form part of these financial statements.

PLYMOUTH CULTURE CIO

**BALANCE SHEET
FOR THE PERIOD ENDED 31 JULY 2021**

	Note	2021 £
Fixed assets		
Tangible assets	10	677
		<u>677</u>
Current assets		
Cash at bank and in hand		180,996
		<u>180,996</u>
Creditors: amounts falling due within one year	11	(26,363)
		<u>154,633</u>
Net current assets		
		<u>155,310</u>
Total assets less current liabilities		
		<u>155,310</u>
Net assets excluding pension asset		
		<u>155,310</u>
Total net assets		<u><u>155,310</u></u>
Charity funds		
Restricted funds	12	3,308
Unrestricted funds	12	152,002
		<u>155,310</u>
Total funds		<u><u>155,310</u></u>

The financial statements were approved and authorised for issue by the Trustees on and signed on their behalf by:

 31/01/22

L Hall
Chair

The notes on pages 10 to 18 form part of these financial statements.

PLYMOUTH CULTURE CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2021

1. General information

Plymouth Culture is a Charitable Incorporated Organisation registered in England and Wales. The Charity registration number is 1193093 and the registered office address is Plymouth University, Drake Circus, Plymouth, PL4 8AA.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared for the period from 1 April 2020 to 31 July 2021 due to the conversion from a Charitable Company to CIO. Reserves inherited from the period as a Charitable Company have been recorded as a donation as per note 3.

Plymouth Culture CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

PLYMOUTH CULTURE CIO

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2021

2. Accounting policies (continued)

2.3 Expenditure (continued)

Grants payable are charged in the period when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the period end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

2.4 Tangible fixed assets and depreciation

Tangible fixed assets costing £100 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment	- 3 years
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2.5 Debtors

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

2.6 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

PLYMOUTH CULTURE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2021

2. Accounting policies (continued)

2.8 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.9 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the period.

2.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. Income from donations and legacies

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Donations	-	71,952	71,952
Transferred on conversion to CIO	31,884	59,036	90,920
	<u>31,884</u>	<u>130,988</u>	<u>162,872</u>

Included in donations is £71,952 of donated facilities. The charity is grateful to University of Plymouth for the use of office space and facilities. The estimated value of these services is recognised within incoming resources as a donation and an equivalent charge included within rent costs.

PLYMOUTH CULTURE CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2021**

4. Income from charitable activities

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Mayflower 400 funding	4,457	-	4,457
Arts Council funding	63,250	180,596	243,846
Plymouth City Council funding	-	130,000	130,000
Other funding	37,700	-	37,700
	<u>105,407</u>	<u>310,596</u>	<u>416,003</u>

5. Analysis of grants

	Grants to Institutions 2021 £	Total funds 2021 £
Mayflower 400 project	33,033	33,033
Literature Works	829	829
Horizon - Plymouth University	63,250	63,250
	<u>97,112</u>	<u>97,112</u>

6. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Grant funding of activities 2021 £	Support costs 2021 £	Total funds 2021 £
Culture and art	<u>224,159</u>	<u>97,112</u>	<u>102,294</u>	<u>423,565</u>

PLYMOUTH CULTURE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2021

6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2021 £
Staff costs	130,535
Community Development	25,485
Strategic Leadership	29,569
COVID-19 recovery project	38,570
	224,159

Analysis of support costs

	Total funds 2021 £
Depreciation	835
Advertising and Marketing	16,102
IT Software and Consumables	8
Rent	71,952
Accountancy fees	8,434
Bank Charges	406
Subscriptions	1,530
General Expenses	2,415
Insurance	612
	102,294

7. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £600, and fees payable for all other services provided of £7,834.

PLYMOUTH CULTURE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2021

8. Staff costs

	2021 £
Wages and salaries	123,333
Social security costs	4,617
Contribution to defined contribution pension schemes	2,585
	<u>130,535</u>

The average number of persons employed by the Charity during the period was as follows:

	2021 No.
Employees	<u>2</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021 No.
In the band £80,001 - £90,000	1

The key management personnel of the charity is just the Chief Executive Officer. The total amount of employee benefits received by the key management personnel of the charity, for the 16 month period, was £85,086.

9. Trustees' remuneration and expenses

During the period, no Trustees received any remuneration or other benefits.

During the period ended 31 July 2021, no Trustee expenses have been incurred.

PLYMOUTH CULTURE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2021

10. Tangible fixed assets

	Computer equipment £
Cost or valuation	
Additions	779
Transferred on conversion	733
At 31 July 2021	1,512
Depreciation	
Charge for the period	835
At 31 July 2021	835
Net book value	
At 31 July 2021	677

11. Creditors: Amounts falling due within one year

	2021 £
Trade creditors	1,080
Other creditors	395
Accruals and deferred income	24,888
	26,363

PLYMOUTH CULTURE CIO

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2021**

12. Statement of funds

Statement of funds - current period

	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2021 £
Unrestricted funds				
Unrestricted	441,584	(273,973)	(15,609)	152,002
Restricted funds				
Mayflower 400	36,341	(33,033)	-	3,308
Cultural Investment Fund	37,700	(53,309)	15,609	-
Horizon	63,250	(63,250)	-	-
	137,291	(149,592)	15,609	3,308
Total of funds	578,875	(423,565)	-	155,310

Mayflower 400 - This is a project funded by Arts Council England, enabling Plymouth Culture to help artists and arts organisations in Plymouth's cultural sector to create projects which explore the Mayflower 400 story. This includes assisting with funding applications, brokering partnerships and leveraging funding for Mayflower 400 projects to celebrate 400 years since The Mayflower sailed from Plymouth to America.

Cultural Investment Fund - This is a partnership between the National Portfolio Organisations in Plymouth to help creative individuals and organisations start cultural initiatives that will create long-lasting positive change in Plymouth. This fund will give creatives the power to test new ideas and develop new concepts that will have profound effects on the city's artistic and cultural agendas. A transfer has been made from Unrestricted funds to the Cultural Investment Fund of £15,609, in order to cover the deficit in the fund at the period end.

Horizon - This is a two-year development programme for the visual arts in Plymouth. It will seek to develop a sustainable citywide visual arts infrastructure, with the skills and capacity to originate, curate and deliver international festivals and exhibitions.

PLYMOUTH CULTURE CIO

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2021

13. Summary of funds

Summary of funds - current period

	Income £	Expenditure £	Transfers in/out £	Balance at 31 July 2021 £
General funds	441,584	(273,973)	(15,609)	152,002
Restricted funds	137,291	(149,592)	15,609	3,308
	<u>578,875</u>	<u>(423,565)</u>	<u>-</u>	<u>155,310</u>

14. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	-	677	677
Current assets	3,308	177,688	180,996
Creditors due within one year	-	(26,363)	(26,363)
Total	<u>3,308</u>	<u>152,002</u>	<u>155,310</u>

15. Pension commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £2,585. £395 was payable to the fund at the balance sheet date and are included in creditors.