



Trustees' Annual Report for the period

From

Period start date

15

02

2022

To

Period end date

05

04

2023

Section A

Reference and administration details

Charity name Carousel Print Studio**Other names charity is known by****Registered charity number (if any)** 1197931**Charity's principal address** Exchange Place Studios

Exchange Street

Sheffield

Postcode

S2 5TR

Names of the charity trustees who manage the charity

Trustee name**Office (if any)****Dates acted if not for whole year****Name of person (or body) entitled to appoint trustee (if any)**

1 Claire Crawshaw

2 Pat Cochrane

3 Bev Stout

4 Carol Morton

5 Rachel M

Until 9th August 2022

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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name**Dates acted if not for whole year**

Olivia Bliss

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

Olivia Bliss

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)
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Registered 15/02/2022 CIO FOUNDATION

How the charity is constituted (eg. trust, association, company)

Trustee selection methods (eg. appointed by, elected by)

Appointed by other trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

New Trustees are inducted by existing members of the Board and by experienced operational volunteers.

New trustees are urged to read the governing document and the existing policies in place, as well as, visiting the studio and meeting members of the volunteer team.

All trustees are encouraged to attend available seminars and events led by 'Getting on Board' Company and NCVO to help improve their positions as trustees.

We work closely with Yorkshire Art Space who are a charity in which we sublet the premises from and collaborate with for local events.

The trustees consider the main risks to be:

- Health and Safety – There are written procedures in place, to ensure safety in the studio. All members and volunteers are inducted, such that they are compliant with those procedures.
- Finances & Funding – As a small and newly established CIO, trustees are aware of the financial risks and therefore our financial position is closely managed and considered at both Board and Operational levels.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The advancement of visual arts in Sheffield and the surrounding region for the public benefit mainly but not exclusively through workshops, exhibitions, educational courses and events.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Our main activities are hosting workshops to promote different print making techniques. We charge at a rate which is viable to cover costs, but with the intention of making them affordable to those on a low income.

We also hold exhibitions and community events which are free and located in easily accessible venues in the city centre.

Our studio includes regular open access free sessions, which enable us to make contact with individuals, groups and communities who cannot afford our fee-paying courses. Some events are heavily subsidised.

Trustees consider the issue of public benefit at every Board meeting, and this informs decisions about how to prioritise activities.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity benefit from a considerable investment of time from volunteers who support many of the key functions including:

- setting up the studio
- general day to day running of the print studio
- developing relationships with key arts and community organisations in the city and beyond
- publicity and marketing on social media and in relevant journals
- running open access activities at community events
- setting up exhibitions

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Carousel has established itself as a valued contributor to the community arts and cultural scene in the city in a very short period - since opening its doors to the public in September 2022. Prior to this, Sheffield was the only major city in the country without an open access print studio.

This has been achieved because of the dedication and commitment of a team of volunteers who have worked tirelessly to set up a well organised and welcoming space and programme of activities with appropriate procedures to ensure the safety and well-being of volunteers, tutors, and participants.

Care has been taken to ensure the procedures and practices regarding equipment and materials are mindful of both of environmental issues and sustainability.

A wide range of weekend workshops is on offer introducing beginners to basic printing techniques and offering more sophisticated processes to those with more experience. In this period, we have hosted 25 workshops with 102 people in attendance.

80 individuals have signed up as members giving people with some experience of printmaking skills access to the studio facilities. This is developing into a supportive community.

Carousel has led open access free sessions at the Open Studio public events at Yorkshire Arts Space in November 2022 at the Castlegate Festival and at several other events held in the Castlegate area of the city and has been actively involved in consultation and regeneration plans for this part of the city.

Workshops have been organised with partner organisations including Sheffield and District African Caribbean Community Association (SADACCA) Wagamama's and Castlegate.

An exhibition at a pop-up arts venue in the city Soft Ground profiled prints by tutors and volunteers working at Carousel and introduced the public to the accessible nature of the art form. Hands-on activities and explanations of different printing techniques were offered. Over 50 people attended, some going on to sign up for workshops.

Volunteers ensure a regular social media and publicity of the event and opportunities.

Section E Financial review

Brief statement of the charity's policy on reserves

We aim to hold reserves of up to 3 month's rent and costs to wind down the company, including equipment removal.

Details of any funds materially in deficit

n/a

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity has gratefully secured funding, which has enabled the purchase of assets and has been pivotal in bringing the Print Studio to life.

In addition to this, the hosting of workshops and events have funded our central costs.

All expenditures have been carefully considered to ensure they maximise the promotion of visual arts within Sheffield and be accessible for the benefit of the public.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

C.Crawshaw

Full name(s)

Claire Crawshaw

Position (eg Secretary, Chair, etc)

Treasurer

Date

27/01/24

Charity Name Carousel Print Studio	No (if any) 1197931
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Receipts and payments accounts

For the period from	Period start date 15/02/2022	To	Period end date 05/04/2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations, legacies and grants	£1,600.00	£5,000.00		£6,600.00	-
Trading activities (Workshops)	£8,876.00			£8,876.00	-
Trading activities (Events)	£5,809.00			£5,809.00	-
Members' subscriptions	£1,504.00			£1,504.00	-
				£0.00	-
				£0.00	-
				£0.00	-
				£0.00	-
Sub total(Gross income for AR)	£17,789.00	£5,000.00	£0.00	£22,789.00	£0.00
A2 Asset and investment sales, (see table).					
Sub total	£0.00	£0.00	£0.00	£0.00	£0.00
Total receipts	£17,789.00	£5,000.00	£0.00	£22,789.00	£0.00
A3 Payments					
Payments for freelance workers (trading activities)	£4,729.00			£4,729.00	-
Equipment and supplies (trading activities)	£9,609.00	£3,000.00		£12,609.00	-
Repairs and Maintenance	£1,545.00			£1,545.00	-
Rent	£658.00			£658.00	-
Utilities	£173.00			£173.00	-
Insurance	£0.00			£0.00	-
Internet and postage	£34.00			£34.00	-
Printing, stationery and computer supplies				£0.00	-
Bank interest and charges	£0.00			£0.00	-
Sub total	£16,748.00	£3,000.00	£0.00	£19,748.00	£0.00
A4 Asset and investment purchases, (see table)					
Purchase of fixed assets	£4,172.00	£2,000.00		£6,172.00	
				£0.00	
Sub total	£4,172.00	£2,000.00	£0.00	£6,172.00	£0.00
Total payments	£20,920.00	£5,000.00	£0.00	£25,920.00	£0.00
Net of receipts/(payments)	-£3,131.00	£0.00	£0.00	-£3,131.00	£0.00
A5 Transfers between funds					
A6 Cash funds last year end	£12,667.00			£12,667.00	
Cash funds this year end	£9,536.00	£0.00	£0.00	£9,536.00	£0.00

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in Bank	£9,536.00	-	-
		-	-	-
		-	-	-
	Total cash funds	£9,536.00	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Grants and charitable loans		-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Government Stocks	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Other Quoted securities		-	-
	Properties		-	-
	Other investments		-	-
			-	-
B4 Assets retained for the charity's own use	Photo Specialist A2 Printer	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Silk Screening exposure Unit		£966.00	-
	Workshop Benches		£4,056.00	-
	Risograph		£750.00	-
	Etching Press		£400.00	-
	Screen Printing Vacuum Bed		£3,000.00	-
			£1,000.00	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	C.Crawshaw	CLAIRE CRAWSHAW	27/01/2024	