



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	06	04	2024		05	04

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 Mark Gamsu		26th September 24 start	
2 Joanne Lee		24th September 24 start	
3 Bev Stout			
4 Claire Crawshaw		21st March - resigned	
5 Greg Povey			
6 Pat Cochrane			
7			
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15			
16			
17			
18			
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20			

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser

Name

Address

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

Olivia Bliss – Director(volunteer) - resigned on 26th March 24 ; Helen Darlington – Studio Co ordinator – (freelance)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Registered 15/02/2022 CIO FOUNDATION

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

Membership and trustees

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, the Trustees Code of Conduct and the existing policies in place, as well as, visiting the studio and meeting members of the volunteer team.

All trustees are encouraged to read the guidance published on the Charity Commission website 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
- As the organisation has undertaken leadership change, taken on new trustees and developing a new business model - there are risks associated with developing robust governance.

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.

Carousel has also develops health community engagement activities collaborating with other charities to support marginalised groups to access printmaking/visual arts and improve well being.

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 worked to maintain and develop its position in the city as a professional open access print studio. It has provided facilities, workshops and opportunities for the community, which have addressed well being, creativity, skills and development through engagement with printmaking.

This has been achieved because of the hard work and commitment of a team of volunteers who maintain and support the workshop environment and the activity programme, with appropriate procedures to ensure the safety and well-being of volunteers, tutors, and participants.

Helen Darlington has been instrumental in the effective running and management of all aspects of Carousel.

Care has been taken to ensure that the equipment, processes and materials used are mindful of both environmental issues and sustainability.

A wide range of weekend workshops is on offer, from introductory level to more sophisticated processes and approaches. Carousel actively engages new tutors to bring fresh ideas and courses to the workshop programme. Ross Lawless from Glasgow Print Studio delivered a mono screen printing session in November '24.

In this period, we have hosted 40 workshops with 196 participants

There were 26 - 32 active members in the period, with 109 bookings for independent studio sessions, supported by voluntary technicians.

Workshops have been organised with partner organisations. These include Sheffield Galleries and Museum Trust, an event at Kelham Island Industrial Museum, staff away day workshops with Sheffield University School of Architecture and Manchester Met University School of Architecture. In addition, three family friendly printing activities for Barnsley and Rotherham Libraries and for Friends of Wardsend Cemetery, a Local History event held at Hillsborough Park.

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

Carousel has engaged in public events to raise awareness of the print studio and its activities. These include Sheffield Print Fair and YAS Open Studios which had 1200 visitors over 2 days. The Dorothy Pax Social for volunteers and workshop leaders (September 24) helps to build our own community through the sharing and exchange of ideas.

Carousel aimed to widen its reach to groups who might experience barriers accessing our services, this led to an application and subsequent award from Sheffield City Council Cultural Pipeline development fund - £12995.11 – 4 September 24

The then in post director, Olivia supported by HD initiated ideas and preparation for a partnership with Snowdrop Project, a local Charity working with survivors of Modern Slavery.

The Cultural Pipeline award enabled the engagement of a freelance funding bid writer, Caroline Jester. (Oct 24) , and purchased training for volunteers and workshop leaders, to develop our professional practice.

Carousel volunteers and workshop leaders undertook training with Snowdrop Project in working with Survivors of Modern Slavery. (Nov 24)

First Aid Training – for all technicians and regular workshop leaders. (Nov 24)

Team Coaching and Visioning day led by Creative coach Aerial Majumdar. (Jan 25)

Mental Health and Neurodiversity awareness training with Mind, Sheffield for workshop leaders and volunteers. (Jan 25)

It also enabled Carousel to commission an Independent Health and Safety report by Yorkshire Health and Safety, again advancing our professional standards.

The director, Olivia supported by HD worked with Caroline on the framework for an Arts Council bid to work in partnership with Snowdrop on a printmaking based project for their clients.

There was significant concern over sustainability in January /February 25 which resulted in the board accepting resignations of then voluntary director and a trustee. The remaining board members took on steering alongside HD to review the organisation sustainability plans, committing to remain open due to forecasting and a grant award success in March.

Snowdrop ACE award letter dated 20th March 2025.

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 bring the 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)

B Bennion

Full name(s)

Bev Bennion

Position (eg Secretary, Chair, etc)

Acting Chair

Date

03/02/2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Carousel Print Studio

No (if any)
1197931

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/04/2024

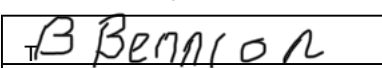
To

Period end date
05/04/2025

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	12,995	-	-	12,995	30
Trading activities (Workshops)	18,919	-	-	18,919	13,265
Trading activities (Events)	3,325	-	-	3,325	3,480
Member's subscriptions	2,449	-	-	2,449	3,332
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	37,688	-	-	37,688	20,107
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,688	-	-	37,688	20,107
A3 Payments					
Payments for freelance workers (trading activities)	22,830	-	-	22,830	9,340
Equipment and supplies (trading activities)	2,494	-	-	2,494	2,285
Repairs and maintenance	1,145	-	-	1,145	-
Rent & Utilities	7,433	-	-	7,433	3,874
Insurance	356	-	-	356	551
Postage, printing and stationery	287	-	-	287	374
Subscriptions	317	-	-	317	-
Staff training	1,892	-	-	1,892	-
Legal and Professional Fees	540	-	-	540	-
Booking platform charges	1,405	-	-	1,405	-
	-	-	-	-	-
Sub total	38,699	-	-	38,699	16,424
A4 Asset and investment purchases. (see table)					
Purchase of fixed assets	2,155	-	-	2,155	-
	-	-	-	-	-
Sub total	2,155	-	-	2,155	-
Total payments	40,854	-	-	40,854	16,424
Net of receipts/(payments)	- 3,166	-	-	- 3,166	3,683
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	13,219	-	-	13,219	9,536
Cash funds this year end	10,053	-	-	10,053	13,219

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	9,983	-	-
	Petty Cash	70	-	-
		-	-	-
	Total cash funds	10,053	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Photo Specialist A2 Printer	Unrestricted	966	-
	Silk Screening Exposure Unit	Unrestricted	4,056	-
	Workshop Benches	Unrestricted	750	-
	Risograph	Unrestricted	400	-
	Etching Press	Unrestricted	3,000	-
	Screen Printing Vacuum Bed	Unrestricted	1,000	-
	Exposure units x2	Unrestricted	2,155	-
			-	-
			-	-
B5 Liabilities	Details	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
			Bev Bennion	03/02/2026

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CAROUSEL PRINT STUDIO

Independent examiner's report to the trustees of Carousel Print Studio ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 5 April 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 accounts 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

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:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

Other matters

During the independent examination of Carousel Print Studio financial statements for the year ended 5 April 2025, an error was identified in the prior year's receipts and payments accounts. Income received through PayPal, Eventbrite and Stripe had been recorded on a net basis, reflecting only the amounts transferred to the charity's bank account, without separately accounting for associated fees and taxes deducted by these platforms.

This treatment does not affect the net income reported for the year ended 2024. However, it has been noted that receipts and payments should be presented on a gross basis, with gross income included within receipts and the related fees disclosed within payments. No adjustments have been made by us to the figures for the year ended 2024.



Tina Havenhand FCCA
The Association of Chartered Certified Accountants

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Date: ...03/02/2026.....