

THE WINDOWS PROJECT ANNUAL REPORT 2023/2024

In the year to April 2024, The Windows Project ran a total of 103 writing sessions in the local authority areas of Halton, Knowsley, Liverpool, Sefton and Wirral.
81 were **community workshops**,
19 sessions were held in **schools and educational venues**,
1 **event**: the unveiling of Levi Tafari plaque, Jamaica Street, in partnership with Baltic Creative,
2 **Writing Advice Desk** sessions at Liverpool Central Library.
In addition, there were 11 **Virtual Writing Advice Desk consultations**.

An estimated total of 3,807 participants.
22% of the work was specifically with people with additional needs.
16% of the work was specifically with communities of the Global Majority.

INFORMATION and ADVICE

WP continued to respond to individual requests for advice, information and practical criticism by e-mail and telephone.

The Windows Project **Small Press Library** of independent literary journals and magazines is housed in The Picton Room, Liverpool Central Library.

The Windows Project website www.windowsproject.co.uk contains details on writers, publications and events.
Average visits – 2,282 (22% increase)
Unique visitors - 1,900 (23% increase)
Page views – 4,500 (32% increase)

Geography - 71.6% visits from the UK, 12.1% from the USA, 16.3% from other countries

WORKSHOP PROGRAMME

Halton

Holy Spirit, Runcorn; Pickering's Pasture; St. Peter & St. Paul, Widnes; Warrington Road Centre, Widnes; Wigg Island.

Knowsley

Halewood Leisure Centre; Halewood Tuesday Club; Halewood Youth in Community Centre ('The Boyzee'); Moving Senses, Whiston; New Hutte Neighbourhood Centre, Halewood; Watch Factory, Prescot.

Liverpool

The ACE Place; Acronym Community Empowerment; Age Concern; Centre 56; Croxteth Federation; Garston Adventure Playground; Greenhouse Project, Lodge Lane; Liverpool Central Library; Methodist Y&C Centre; M.P.A.C. Play Days: Princes Park, Rice Lane City Farm, Garston Park; Lunar New Year, Great George Square; Novus CPD (MPAC); Rice Lane City Farm; SMARTYS, Mab Lane; Speke Adventure Playground; Ukrainian Community Centre, Kensington; Unity Y&C Centre; The Vibe; Walton Youth Project.

Sefton

Litherland Y&C Centre.

Wirral

Lady Lever Gallery.

Other

Amberley Court, Edgbaston; Ardenlea Court Care Home, Birmingham; Cleveland Road Care Home, Huddersfield; Heol Don Care Home, Cardiff; Nairn House, Enfield; Pebble Mill Care Home, Birmingham.

EDUCATION PROGRAMME

Liverpool

Clifford Holroyde SEN College; North Liverpool Academy;
St. Hugh's Catholic Primary, Earle Road; Stockton Wood Primary, Speke.

Wirral

Bebington Library; Birkenhead Library; Greasby Library; Moreton Library;
Wallasey Central Library; West Kirby Library.

Other Educational Bookings

St. George British School, Barcelona.

National Literacy Trust

Online (national)

Birmingham: St John & St Peter's Primary;

Middlesborough: Teesside Primary, Newport Primary, Teesside Park,

Whinney Banks Primary, Mill Lane Primary;

Plymouth: Stuart Road Primary, Pilgrim Primary, Pennycross Primary.

WRITERS, ARTISTS & WORKERS 2023/24

Claire Beerjeraz, Maria Isakova Bennett, Olivia Bennett, Aaliyah Braithwaite, Alison Down, John Hughes, Michelle Lenehan, Bernadette McBride, Judy Mazonowicz, Rose Proudfoot, Eleanor Rees, Bene Sebuyange, Aditi Shah, Levi Tafari, Dave Ward, Curtis Watt, Jake Wells.

Student Placements and Volunteers

Demi Badura, Niamh Clegg, Molly Luck.

Equal Opportunities Monitoring

20 writers, artists, placements and volunteers, of whom

15 were women (75%)

5 were men (25%)

7 were Global Majority (35%)

5 had additional needs (25%).

FUNDRAISING

The Windows Project received funding towards the workshop programme from: Cash for Kids, The Foyle Foundation, Granada Foundation, John Moores Foundation.

PARTNERSHIP WORKING

WP is a member of **COoL** (Creative Organisations of Liverpool) and Liverpool Literacy Cycle.

PUBLICATIONS

WP continues publication of **Smoke** magazine of new poetry and artwork, as well as booklets of poetry from workshops.

WINDOWS PROJECT ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

Goddards
Accountants
Suite 11 Stanley Grange
Ormskirk Road
Knowsley Village
Merseyside
L34 4AR

WINDOWS PROJECT ASSOCIATION

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WINDOWS PROJECT ASSOCIATION
GENERAL INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2024

ADDRESS:

1-27
Bridport Street
Liverpool
L3 5QF

ACCOUNTANTS:

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Suite 11 Stanley Grange
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L34 4AR

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

ACCOUNTANTS' REPORT TO
WINDOWS PROJECT ASSOCIATION

In accordance with instructions given to us we have prepared without carrying out an audit the annexed financial statements from the accounting records of Windows Project Association and from information and explanations supplied to us.

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Date:

WINDOWS PROJECT ASSOCIATION
INCOME AND ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2024

	2024		2023	
	£	£	£	£
Income				
Fees received	20,223		41,126	
Other grants & donations	<u>16,064</u>		<u>11,500</u>	
		36,287		52,626
Other income				
Bank interest received		<u>122</u>		<u>24</u>
		36,409		52,650
Expenditure				
Rent & rates	3,600		3,600	
Insurance	2,417		2,273	
Fees paid to artistes	38,976		37,839	
IT services	587		634	
Post & stationery	440		1,711	
Travelling expenses	3,245		3,898	
Sundry expenses	330		77	
Materials	366		237	
Publications	752		500	
Volunteer expenses	46		-	
Accountancy	570		570	
Subscriptions	25		50	
Bank charges	9		5	
Depreciation fixtures & fittings	5		6	
Depreciation computer equipment	<u>80</u>		<u>107</u>	
		<u>51,448</u>		<u>51,507</u>
NET (LOSS)/PROFIT		<u>(15,039)</u>		<u>1,143</u>

WINDOWS PROJECT ASSOCIATION

BALANCE SHEET 31ST MARCH 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	2	269	355
CURRENT ASSETS			
Trade debtors		1,680	1,680
Other debtors		1,013	1,000
Bank account no. 1		2,246	9,764
Bank account no. 2		6,554	13,432
Cash in hand		<u>3</u>	<u>3</u>
		11,496	25,879
CURRENT LIABILITIES			
Other creditors		200	200
Accrued expenses		<u>1,140</u>	<u>570</u>
		1,340	770
		10,156	25,109
NET ASSETS		<u>10,425</u>	<u>25,464</u>
FINANCED BY			
RESERVES AND FUNDS			
Reserves	3	10,306	25,464
Capital account	4	<u>119</u>	<u>15,158</u>
		<u>10,425</u>	<u>25,464</u>

WINDOWS PROJECT ASSOCIATION

**BALANCE SHEET
31ST MARCH 2024**

We approve the Financial Statements for the year ended 31st March 20224 and confirm that we have made available all records and information for their preparation.

..... Chairperson

..... Secretary

..... Treasurer

.....Date

WINDOWS PROJECT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2024

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements have been compiled on a basis which enables profits to be calculated in accordance with generally accepted accounting practice and which provides sufficient and relevant information to enable the completion of a tax return.

TANGIBLE FIXED ASSETS

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

Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 25% on cost

2. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1st April 2023			
and 31st March 2024	<u>193</u>	<u>1,713</u>	<u>1,906</u>
DEPRECIATION			
At 1st April 2023	160	1,391	1,551
Charge for year	<u>5</u>	<u>81</u>	<u>86</u>
At 31st March 2024	<u>165</u>	<u>1,472</u>	<u>1,637</u>
NET BOOK VALUE			
At 31st March 2024	<u>28</u>	<u>241</u>	<u>269</u>
At 31st March 2023	<u>33</u>	<u>322</u>	<u>355</u>

3. RESERVES

	Surplus brought forward £
At 1st April 2023	25,464
Deficit in year	(15,039)
At 31st March 2024	<u>10,425</u>

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FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024

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