

Charity registration number: 517433

# Stafford District Arts Council

Annual Report and Financial Statements

for the Year Ended 31 March 2018

Lisa Healings FCCA  
VAST  
The Dudson Centre  
Hope Street  
Stoke on Trent  
Staffs  
ST1 5DD

# Stafford District Arts Council

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## Stafford District Arts Council

### Reference and Administrative Details

<b>Trustees</b>	Vacant, President Mr Ray Braziel, Secretary (resigned 26 September 2017) Mr Andrew Baker, Chair Mr Roderick Grealish, Treasurer Mr Stewart Bishop, Secretary Dr Helga Hopkinson (resigned 10 September 2017) Cllr Isabella Davies (resigned 26 September 2017) Cllr Ralph Cooke Cllr Maureen Compton (resigned 26 September 2017) Ms Nia Wearn Mr Jonathon Watkiss (appointed 8 November 2017)
<b>Principal Office</b>	C/O Rod Grealish 14 Brunswick Terrace Stafford ST16 1BB
<b>Charity Registration Number</b>	517433
<b>Bankers</b>	National Westminster Bank plc 41 Greengate Street Stafford ST16 2JD
<b>Independent Examiner</b>	Lisa Healings FCCA VAST The Dudson Centre Hope Street Stoke on Trent Staffs ST1 5DD

# Stafford District Arts Council

## Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2018.

### Objectives and activities

#### *Objects and aims*

Stafford District Council [SDAC] was registered with the Charity Commission on 14 May 1986 as a charity whose purpose is to foster and promote the development of the arts in Stafford Borough. Stafford Borough is defined as the area administered by Stafford Borough Council.

Within this the charity aims to:

- Improve standards of execution and appreciation of the arts;
- Promote and market, and to encourage and assist in promoting and marketing, the practice, presentation and study of the arts;
- Co-operate with and to give guidance and advice to any association, society, or other body established for charitable purposes only and having primary objects wholly or partly similar to those of the Council;
- Give financial assistance to those societies, organisations and individuals who are members of the SDAC. In exceptional circumstances, applications from non-members will be considered.
- Bring together and co-ordinate the efforts of the local authority, bodies, organisations, societies, and individuals concerned or interested in the attainment of all or any of the aims of the Council;
- Take steps to secure the provision and development of suitable buildings where the arts may be practiced, presented and studied, and the provision and development in any such buildings or elsewhere of facilities for such purposes;

The charity provides grants to its member societies, providing certain criteria are met, to enable them to perform at venues in the Borough of Stafford. Stafford Borough Council award SDAC an annual grant to enable it to carry out its functions. A new four-year service level agreement commencing in April 2016 was signed with Stafford Borough Council providing SDAC with a grant of £10,000 per year. This Service Level Agreement ends in 2019/20.

#### *Objectives, strategies and activities*

SDAC has continued to support member societies in 2017/18. It made 18 grants to 12 organisations totalling £12,110.50 ranging in size from £140 to five grants of £1000.

SDAC had 25 society members and individual members in 2017/18. Efforts are being made to contact those societies not yet members of SDAC to persuade them of the merits of joining.

The website provides a service to member organisations in terms of providing a platform for member organisation to promote their activities. The development and updating of the website has been brought in-house, which has reduced expenditure by £240 compared to 2013/14. Member organisations are able to input information on the website to publicise their events and activities. This is seen as a service both to the member organisations and the public.

# **Stafford District Arts Council**

## **Trustees' Report**

### ***Public benefit***

SDAC is a charity whose purpose is the advancement of the arts in the area of Stafford District Council by funding arts events and providing support to arts organisations.

SDAC supports arts development in its area of operation by providing grants to arts organisation to enable them to hold the events that they may not otherwise be able to undertake. This has an impact on people's lives in two ways. Firstly, the participants develop their skills in their chosen art form by participating with others to produce high-quality events. Secondly, the audiences enjoy a cultural experience which educates and sometimes challenges them by extending their knowledge of the art form.

SDAC also supports its members by inviting external speakers to its public meetings to talk about subjects which are of benefit to arts organisations. SDAC also maintains a website ([www.stafforddistrictarts.org.uk](http://www.stafforddistrictarts.org.uk)) on which member arts organisations in Stafford can promote themselves and their events. It also maintains a Facebook page.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### ***Grant making policies***

Grant application must be based on the SDAC Grants Policy and are awarded on the basis of the individual application for any specific event, judged on the merit by the Executive Committee.

Trustees who are members of groups seeking grants or who have a beneficial interest in the application are required to withdraw from the meeting during any discussion on the application in line with Executive Committee policy

### ***Financial review***

A budget was set at the commencement of the year, which has been reviewed at each SDAC executive meeting to ensure sufficient provision was available to meet eventualities through the year.

### ***Policy on reserves***

The Trustees have a policy of holding sufficient reserves to cover one year's operation. Currently this figure is £700, which does not include funds for making grants to applicants. As far as practical the grant, from Stafford Borough Council, is distributed to applicants in the year in which the grant was received by the charity. At 31 March 2018 the charity has unrestricted reserves of £2,771 but this is due to the timing of the grants being approved and paid out.

### ***Principal funding sources***

The charity is primarily funded by a grant of £10,000 from Stafford Borough Council.

### ***Structure, governance and management***

#### ***Nature of governing document***

The Charity was established by Trust Deed dated 14th April 1986, with the support of Stafford Borough Council (SBC) and is registered with the Charity Commission, Registration Number 517433.

# Stafford District Arts Council

## Trustees' Report

### *Recruitment and appointment of trustees*

The Charity is administered by an Executive Committee, which meets each month. The members of the Executive Committee are the Trustees of the Charity.

Executive Committee members are elected annually by individual members, and the representatives of member societies. The Committee has the power to co-opt. The Annual General Meeting is held in September, within six months of the end of the financial year.

The annual report was approved by the trustees of the charity on ..... and signed on its behalf by:

.....  
Mr Andrew Baker  
Trustee

## Stafford District Arts Council

### Independent Examiner's Report to the trustees of Stafford District Arts Council

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2018 which are set out on pages 6 to 12.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of Stafford District Arts Council you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

#### Independent examiner's statement

I have completed my examination. I confirm that no material 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 Stafford District Arts Council as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting 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.

.....  
Lisa Healings FCCA

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Date:.....

## Stafford District Arts Council

### Statement of Financial Activities for the Year Ended 31 March 2018

	Note	Unrestricted funds £	Total 2018 £
<b>Income and Endowments from:</b>			
Donations and legacies	2	10,000	10,000
Charitable activities		1,766	1,766
Investment income	3	34	34
Total Income		<u>11,800</u>	<u>11,800</u>
<b>Expenditure on:</b>			
Charitable activities	4	<u>(12,833)</u>	<u>(12,833)</u>
Total Expenditure		<u>(12,833)</u>	<u>(12,833)</u>
Net movement in funds		(1,033)	(1,033)
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>3,804</u>	<u>3,804</u>
Total funds carried forward	11	<u>2,771</u>	<u>2,771</u>
		Unrestricted funds £	Total 2017 £
	Note		
<b>Income and Endowments from:</b>			
Donations and legacies	2	10,000	10,000
Charitable activities		505	505
Investment income	3	37	37
Total Income		<u>10,542</u>	<u>10,542</u>
<b>Expenditure on:</b>			
Charitable activities	4	<u>(9,380)</u>	<u>(9,380)</u>
Total Expenditure		<u>(9,380)</u>	<u>(9,380)</u>
Net movement in funds		1,162	1,162
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>2,642</u>	<u>2,642</u>
Total funds carried forward	11	<u>3,804</u>	<u>3,804</u>

All of the charity's activities derive from continuing operations during the above two periods.



**Stafford District Arts Council**  
**(Registration number: 517433)**  
**Balance Sheet as at 31 March 2018**

	Note	2018 £	2017 £
<b>Current assets</b>			
Cash at bank and in hand		3,011	4,038
<b>Creditors: Amounts falling due within one year</b>	10	<u>(240)</u>	<u>(234)</u>
<b>Net assets</b>		<u>2,771</u>	<u>3,804</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>2,771</u>	<u>3,804</u>
<b>Total funds</b>	11	<u>2,771</u>	<u>3,804</u>

The financial statements on pages 6 to 12 were approved by the trustees, and authorised for issue on ..... and signed on their behalf by:

.....  
Mr Andrew Baker  
Trustee

## Stafford District Arts Council

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 1 Accounting policies

##### **Statement of compliance**

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 Charities Act 2011.

##### **Basis of preparation**

Stafford District Arts Council 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 notes.

##### **Exemption from preparing a cash flow statement**

The charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

##### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## Stafford District Arts Council

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### *Grant provisions*

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Tangible fixed assets**

The charity owns and continues to have use of a number of fixed assets that have not been included in the balance sheet because when they were donated or purchased, SDAC Executive Committee did not believe that the cost of valuing them (due to specialised nature) was commensurate with the benefit derived from including them in the Balance Sheet. The cost of the purchased assets was, therefore, charged to the income and expenditure account at the time of purchase. These include theatrical costumes and accessories that were previously placed in storage but have been housed in the Chetwynd Centre over the year.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

### **2 Income from donations and legacies**

	<b>Unrestricted funds</b>		
	<b>General</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
Grants, including capital grants;			
Government grants	10,000	10,000	10,000
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>

### **3 Investment income**

	<b>Unrestricted funds</b>		
	<b>General</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
Interest receivable and similar income;			
Interest receivable on bank deposits	34	34	37
	<u>34</u>	<u>34</u>	<u>37</u>

## Stafford District Arts Council

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 4 Expenditure on charitable activities

	<b>Unrestricted funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
	<b>General</b>	<b>£</b>	<b>£</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Insurance	440	440	444
Grants and Subsidies	12,111	12,111	8,651
Accountancy	246	246	234
Sundry	36	36	11
Venue Hire	-	-	40
	<u>12,833</u>	<u>12,833</u>	<u>9,380</u>

£12,833 (2017 - £9,380) of the above expenditure was attributable to unrestricted funds and £Nil (2017 - £Nil) to restricted funds.

#### 5 Analysis of governance and support costs

##### Governance costs

	<b>Unrestricted funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
	<b>General</b>	<b>£</b>	<b>£</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Independent examiner fees			
Examination of the financial statements	246	246	234
	<u>246</u>	<u>246</u>	<u>234</u>

#### 6 Government grants

General grant for the running of the charity

The amount of grants recognised in the financial statements was £10,000 (2017 - £10,000).

## Stafford District Arts Council

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 7 Grant-making

##### Analysis of grants

The support costs associated with grant-making are £Nil (31 March 2017 - £Nil).

Below are details of material grants made to institutions by the charity:

Name of institution	Activity	2018 £	2017 £
Adbaston Community Concert	Arts	1,048	401
Chetwynd	Arts	-	-
Enviromental Art Exhibition	Arts	-	-
Stafford Choral Society	Arts	1,000	600
Stafford Folk Players	Arts	850	300
Stafford Music Society	Arts	-	2,000
Stafford Operatic Society	Arts	-	-
Stafford Players	Arts	1,300	1,450
Theatre 1	Arts	1,700	1,000
Sustainability Matters	Arts	-	500
Stone Choral Society	Arts	-	1,000
Jasmine Cross	Arts	-	500
ICAP	Arts	-	500
Stafford Photographic Society	Arts	400	400
Windmill Broadcasting	Arts	1,000	-
Konnectiv Arts	Arts	1,759	-
Stafford Library Arts Project	Arts	1,000	-
Staged Right	Arts	500	-
Staffs Women's Aid	Arts	1,000	-
Stafford Arts Group	Arts	554	-
		<u>12,111</u>	<u>8,651</u>

#### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 9 Independent examiner's remuneration

	2018 £	2017 £
Examination of the financial statements	<u>246</u>	<u>234</u>

## Stafford District Arts Council

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 10 Creditors: amounts falling due within one year

	2018 £	2017 £
Accruals	<u>240</u>	<u>234</u>

#### 11 Funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>				
<i>General</i>				
General Funds	<u>3,804</u>	<u>11,800</u>	<u>(12,833)</u>	<u>2,771</u>
	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Balance at 31 March 2017 £
<b>Unrestricted funds</b>				
<i>Unrestricted general funds</i>				
General Funds	<u>2,642</u>	<u>10,542</u>	<u>(9,380)</u>	<u>3,804</u>

#### 12 Analysis of net funds

	At 1 April 2017 £	Cash flow £	At 31 March 2018 £
Cash at bank and in hand	4,038	(1,027)	3,011
Net debt	<u>4,038</u>	<u>(1,027)</u>	<u>3,011</u>

#### 13 Related party transactions

There were no related party transactions in the year.