

**THE JAZZ CENTRE (UK)**  
**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

**THE JAZZ CENTRE (UK)**

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## THE JAZZ CENTRE (UK)

### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 30 JUNE 2020

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<b>Trustees</b>	D Fairweather R Campbell-Carr (resigned 27 July 2020) M S Foster M R Fisher Mark Kass (appointed 22 February 2020) R Michalski S Spillett (resigned 18 July 2019) A Green P Richards C L Chaundy (resigned 2 February 2020) G C Evans J P Wilson
<b>Charity registered number</b>	1167421
<b>Principal office</b>	129 Westborough Road Westcliff-on-Sea Essex SS0 9JG
<b>Accountants</b>	Venthams Chartered Accountants Millhouse 32 - 38 East Street Rochford Essex SS4 1DB

## THE JAZZ CENTRE (UK)

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2020

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The Trustees present their annual report together with the financial statements of the Charity for the year 1 July 2019 to 30 June 2020.

#### **Objectives and activities**

##### **a. Policies and objectives**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

The object of the charity is to advance the arts for the public benefit by the promotion, preservation and celebration of jazz music in all its forms.

##### **b. Activities undertaken to achieve objectives**

Archival research and heritage preservation, weekly programmes of live music, jazz-related films via a film club, art exhibitions in four spaces featuring local/national/international artists and photographers, heritage celebration via museum, and walk-through history of jazz (1910-2020), two fully-equipped performance spaces, displays of jazz musicians' memorabilia, on-line personal study facilities, jazz workshops and master classes, lectures and discussion groups by visiting musicians, critics and authors, full bibliographic library and research facility, 'jazz and java' coffee and leisure facilities, jazz record and bookshop.

##### **c. Main activities undertaken to further the Charity's purposes for the public benefit**

Following extension into 3,500 square feet (October 2018) and opening of Media Centre a tri-weekly programme of full screen film showings was established (covering musicals/ contemporary/classic jazz), continuing monthly presentation of 'Spike's Place' jazz club in co-operation with impresario Susan May featuring premier British/European performers, concerts by student ensembles from Trinity College/Royal Academy etc, acquisition of further Humphrey Lyttelton artefacts (including website), 'Listen In' public record recitals, acquisition of additional major collections (including John Altman film library), permanent display of Duncan Shoosmith portrait of Dame Cleo Laine, (Winner/Sky Arts Portrait Artist of the Year 2019), institution of quarterly newsletter (printed and on-line) for Centre, extension of interactive facilities for Centre via iPads/main screen, extension and complete redesign of TJCUK website.

#### **Achievements and performance**

##### **a. Main achievements of the Charity**

Activities included fundraising via public jazz performance/sale of books and records, refreshments, paid public presentations by visiting lecturers, facilities provided for school choral rehearsals, free community events including recitals, discussion groups and talks, subsidized weekly performance opportunities for local musicians (professional/amateur), promotion of all local jazz club activities, co-operation with four London music colleges (TCM/RCM/RA/GSM) to present project-based concerts in conjunction with Centre (This project was placed 'on-hold' following the termination of the funding application to the Arts Council resulting from the Covid 19 pandemic).

Continuance of NLHF Grant: 'Celebrating the 100 Club; bringing history to life' involving production of book on 100 Club history/dance workshops/ Breaking Barriers project/ Voices from the Past' educational exhibition/Fashion and jazz projects/'What does jazz mean to me' project. From March 2020 The Jazz Centre had to close because its "home", the Beecroft Gallery, was closed by Southend Borough Council due to the Covid 19 pandemic but project above continued on-line.

## THE JAZZ CENTRE (UK)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2020

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#### 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, subject to the continued support of Southend Borough Council. For this reason they continue to adopt the going concern basis in preparing financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

#### Structure, governance and management

##### a. Constitution

The charity was established as a Charitable Incorporated Organisation by a Constitution on 2 June 2016.

##### b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

##### c. Organisational structure and decision-making policies

Trustees are elected who have specialist skills including publicity, I/T and digital media, accountancy, musical outreach, fundraising, strategic and business planning, law and charitable research. From 1 July 2019 to 30 June 2020 Trustees met once a month to discuss ongoing issues and reach conclusions under the chairmanship of Digby Fairweather.

#### Plans for future periods

From July 1 2020 The Jazz Centre (UK) will continue its activities under a new CEO (Mark Kass) Chairman (Gareth Evans) Secretary (Adrian Green) Treasurer (John Wilson) and Creative Director (Digby Fairweather). The current NLHF project is planned for completion on schedule by February 28 2021. It is proposed that TJCUK should re-open its doors in line with full Covid19 restrictions by January 2021.

## THE JAZZ CENTRE (UK)

### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2020

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#### 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 year 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 Constitution. 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 and signed on their behalf by:

**G C Evans**

Date: 11 November 2020

THE JAZZ CENTRE (UK)

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 JUNE 2020

	Note	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
<b>Income from:</b>					
Donations and legacies	3	-	5,136	5,136	61,564
Charitable activities	4	-	6,537	6,537	6,992
<b>Total income</b>		-	11,673	11,673	68,556
<b>Expenditure on:</b>					
Charitable activities	5	34,630	17,069	51,699	31,146
<b>Total expenditure</b>		34,630	17,069	51,699	31,146
<b>Net expenditure</b>		(34,630)	(5,396)	(40,026)	37,410
Transfers between funds	10	(7,022)	7,022	-	-
<b>Net movement in funds</b>		(41,652)	1,626	(40,026)	37,410
<b>Reconciliation of funds:</b>					
Total funds brought forward		48,174	32,191	80,365	42,955
Net movement in funds		(41,652)	1,626	(40,026)	37,410
<b>Total funds carried forward</b>		6,522	33,817	40,339	80,365

THE JAZZ CENTRE (UK)

BALANCE SHEET  
FOR THE YEAR ENDED 30 JUNE 2020

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	8	14,114	12,537
		<u>14,114</u>	<u>12,537</u>
<b>Current assets</b>			
Cash at bank and in hand		26,736	68,447
		<u>26,736</u>	<u>68,447</u>
Creditors: amounts falling due within one year	9	(512)	(619)
		<u>26,224</u>	<u>67,828</u>
<b>Net current assets</b>		<b>26,224</b>	<b>67,828</b>
<b>Total assets less current liabilities</b>		<b>40,338</b>	<b>80,365</b>
<b>Total net assets</b>		<b>40,338</b>	<b>80,365</b>
<b>Charity funds</b>			
Restricted funds	10	6,522	48,174
Unrestricted funds	10	33,816	32,191
		<u>40,338</u>	<u>80,365</u>
<b>Total funds</b>		<b>40,338</b>	<b>80,365</b>

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

**G C Evans**

Date: 11 November 2020



## THE JAZZ CENTRE (UK)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

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#### 1. General information

The principal activity of the charity continued to be to advance the arts by the promotion, preservation and celebration of jazz music in all its forms.

The charity is registered with the Charity Commission under charity number 1167421.

#### 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 to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Jazz Centre (UK) 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 Going concern

The Trustees are of the opinion that the charity will not be significantly affected by the pandemic caused by the coronavirus (Covid-19) and believe that the charity is a going concern. Accordingly, the Financial Statements have been prepared on that basis.

##### 2.3 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.

##### 2.4 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.

## THE JAZZ CENTRE (UK)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

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#### 2. Accounting policies (continued)

##### 2.4 Expenditure (continued)

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

All expenditure is inclusive of irrecoverable VAT.

##### 2.5 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 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, on a reducing balance basis.

Depreciation is provided on the following bases:

Fixtures and fittings	- 25% Reduced balance method
Computer equipment	- 33% Reduced balance method

##### 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.

##### 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.

THE JAZZ CENTRE (UK)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020

2. Accounting policies (continued)

2.9 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 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Donations	-	5,136	5,136
Grants	-	-	-
	<u>-</u>	<u>5,136</u>	<u>5,136</u>

	<i>Restricted funds 2019 £</i>	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Donations	-	6,984	6,984
Grants	54,580	-	54,580
	<u>54,580</u>	<u>6,984</u>	<u>61,564</u>

4. Income from charitable activities

	Unrestricted funds 2020 £	Total funds 2020 £
Income from charitable activities - Preservation of Jazz Music	6,537	6,537
	<u>6,537</u>	<u>6,537</u>

THE JAZZ CENTRE (UK)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020

4. Income from charitable activities (continued)

	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Income from charitable activities - Preservation of Jazz Music	6,992	6,992

5. Analysis of expenditure on charitable activities

Summary by fund type

	<b>Restricted funds 2020 £</b>	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Preservation of Jazz Music	34,630	17,069	<b>51,699</b>

	<i>Restricted funds 2019 £</i>	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Preservation of Jazz Music	13,395	17,751	31,146

6. Analysis of expenditure by activities

	<b>Activities undertaken directly 2020 £</b>	<b>Support costs 2020 £</b>	<b>Total funds 2020 £</b>
Preservation of Jazz Music	46,254	5,445	<b>51,699</b>

THE JAZZ CENTRE (UK)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020

6. Analysis of expenditure by activities (continued)

	<i>Activities undertaken directly 2019 £</i>	<i>Support costs 2019 £</i>	<i>Total funds 2019 £</i>
Preservation of Jazz Music	27,383	3,763	31,146

Analysis of direct costs

	<b>Preservation of Jazz Music 2020 £</b>	<b>Total funds 2020 £</b>
Advertising	1,039	1,039
Bank charges	36	36
Equipment	2,311	2,311
Insurance	670	670
Event expenses and volunteer sundries	9,906	9,906
Postage and stationery	182	182
Sundries	2,417	2,417
Professional Fees	25,390	25,390
Travel	343	343
Website	260	260
Internet	264	264
Research	448	448
Book publishing	1,328	1,328
Performing Rights	1,150	1,150
Governance costs	510	510
	<u>46,254</u>	<u>46,254</u>

THE JAZZ CENTRE (UK)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020

6. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Preservation of Jazz Music 2019 £</i>	<i>Total funds 2019 £</i>
Advertising	4,328	4,328
Bank charges	25	25
Equipment	10,263	10,263
Insurance	577	577
Event expenses and volunteer sundries	6,407	6,407
Postage and stationery	82	82
Sundries	1,917	1,917
Professional Fees	1,700	1,700
Travel	580	580
Internet	814	814
Subscriptions	70	70
Governance costs	620	620
	<u>27,383</u>	<u>27,383</u>

Analysis of support costs

	<b>Preservation of Jazz Music 2020 £</b>	<b>Total funds 2020 £</b>
Depreciation	5,445	5,445

	<i>Preservation of Jazz Music 2019 £</i>	<i>Total funds 2019 £</i>
Depreciation	3,763	3,763

THE JAZZ CENTRE (UK)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 30 June 2020, no Trustee expenses have been incurred (2019 - £NIL).

8. Tangible fixed assets

	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost or valuation</b>			
At 1 July 2019	17,063	2,124	19,187
Additions	1,129	5,893	7,022
At 30 June 2020	<u>18,192</u>	<u>8,017</u>	<u>26,209</u>
<b>Depreciation</b>			
At 1 July 2019	5,560	1,090	6,650
Charge for the year	3,159	2,286	5,445
At 30 June 2020	<u>8,719</u>	<u>3,376</u>	<u>12,095</u>
<b>Net book value</b>			
At 30 June 2020	<u>9,473</u>	<u>4,641</u>	<u>14,114</u>
At 30 June 2019	<u>11,503</u>	<u>1,034</u>	<u>12,537</u>

9. Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	<u>512</u>	<u>619</u>

THE JAZZ CENTRE (UK)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020

10. Statement of funds

Statement of funds - current year

	Balance at 1 July 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 30 June 2020 £
<b>Unrestricted funds</b>					
General Fund	32,191	11,672	(17,069)	7,022	33,816
<b>Restricted funds</b>					
Heritage lottery grant fund	48,174	-	(34,630)	(7,022)	6,522
<b>Total of funds</b>	<b>80,365</b>	<b>11,672</b>	<b>(51,699)</b>	<b>-</b>	<b>40,338</b>



THE JAZZ CENTRE (UK)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020

10. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 July 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 30 June 2019 £</i>
<b>Unrestricted funds</b>				
General Fund	35,966	13,976	(17,751)	32,191
<b>Restricted funds</b>				
Heritage lottery grant fund	6,989	54,580	(13,395)	48,174
<b>Total of funds</b>	<b>42,955</b>	<b>68,556</b>	<b>(31,146)</b>	<b>80,365</b>

11. Summary of funds

Summary of funds - current year

	<b>Balance at 1 July 2019 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers in/out £</b>	<b>Balance at 30 June 2020 £</b>
General funds	32,191	11,672	(17,069)	7,022	33,816
Restricted funds	48,174	-	(34,630)	(7,022)	6,522
	<b>80,365</b>	<b>11,672</b>	<b>(51,699)</b>	<b>-</b>	<b>40,338</b>

Summary of funds - prior year

	<i>Balance at 1 July 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 30 June 2019 £</i>
General funds	35,966	13,976	(17,751)	32,191
Restricted funds	6,989	54,580	(13,395)	48,174
	<b>42,955</b>	<b>68,556</b>	<b>(31,146)</b>	<b>80,365</b>

THE JAZZ CENTRE (UK)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020

12. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	14,114	14,114
Current assets	6,522	20,214	26,736
Creditors due within one year	-	(512)	(512)
<b>Total</b>	<b>6,522</b>	<b>33,816</b>	<b>40,338</b>

Analysis of net assets between funds - prior period

	<i>Restricted funds 2019 £</i>	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	-	12,537	12,537
Current assets	48,173	20,274	68,447
Creditors due within one year	-	(620)	(620)
<b>Total</b>	<b>48,173</b>	<b>32,191</b>	<b>80,364</b>

13. Related party transactions

During the year, R Michalski, a Trustee, received £6,890 (2019: £800) for services supplied. D Fairweather, a Trustee, received £12,500 (2019: £900) for services supplied. Charity Commission consent to pay these sums has been received.