Clapham Film Unit

www.claphamfilmunit.com

Trustees Annual Report 2018 - 2019

1. Management Committee
Chair Shareena Hill
Treasurer Fraser Burchill
Secretary Deborah Jess Kermode
Trustee with cheque signing responsibility, Sarah Pietsch

Project Manager Charlotte Bill paid on a freelance basis per project.

2. Review of Aims
Clapham Film Unit aims to train and equip local people to tell our own stories on film. We make documentaries and provide filmmaking advice to the community. We provide a network for filmmakers.

3. Recent Activities
We made “The Pullenites” a short documentary and set of oral histories about the people who saved the Piullens Estate in Elephant and Castle.The
film was broadcast on TogetherTV, watched online 1500 times via YouTube and Vimeo and shown at a screening.
We completed the series of Cinema Club workshops at Renton Close with the final one as part of Herne Hill Free Film Festival.
We began work on the European Commissioned partnership project “Women Vote Peace”

4. Grants Received :
HLF Clarion House (3rd payment) HLF The Pullenites (Total payment)£13490
United St Saviours The Pullenites £2200
London Community Elephant & Castle Community Fund The Pullenites £5000
EU Project £15159.11
Donations £50

Overview of finances :

Total income :	£35899.11
Total expenditure	£30377.66
	£5521.45
Balance brought forward	£4428.53
Balance carried forward March 31st 2018	£9949.98

Expenditure detailed in accounts attached.
All projects delivered on time and on budget.

5. Review of procedures reviewed Equal opps, safeguarding children and adults, health and safety, financial controls.
Budgets prepared by Charlotte Bill
Cheques signed by two signatures Fraser Burchill and Sarah Pietsch

Date	Narratives	Ref.		Bank		Post & Stationery	Travel & Subsistance	Workshop	Office Rent	Achive Footage	Volunteers exp	Project management	Directing	Training	Publicity & marketing	Design	Exhibition exp	Printing	Camera Work	Other exp	Equipment	Editing	Legal & Professional fees	Insurance	Bank chrgs	
	Balance b/f 01/04/2016			4,428.53																						
4/4/18	C Bill - Last charion House evaluation	*000546			500.00							500.00														
4/13/18	C bill editing	*000547			240.00																	240.00				
4/13/18	BHIB - Insurance	*000548			531.62																			531.62		
4/16/18	Darren - workshop	*000549			80.00			80.00																		
4/16/18	C Bill Misc expenses	*000550			140.57															140.57						
4/16/18	Alison - Volunteer	*000551			150.00						150.00															
4/16/18	Alison - Volunteer	*000552			250.00						250.00															
4/26/18	Sue Nike - Volunteer	*000553			100.00						100.00															
4/24/18	C Bill - Last charion House evaluation	*000554			146.37															146.37						
5/1/18	C Bill- Renton close workshop	*000555			90.44			90.44																		
5/1/18	National Heritage			3490.00																						
5/2/18	Darren - workshop	*000556			100.00			100.00																		
5/2/18	C Bill- Renton close workshop	*000557			100.00			100.00																		
5/3/18	D Zlatarett - animation software	*000558			35.94															35.94						
5/10/18	Graham Tralter - workshop	*000559			220.00			220.00																		
5/10/18	C Bill - Last charion House	*000560			500.00							500.00														
5/18/18	Yorkshire Film Archive	*000561			300.00					300.00																
5/10/18	Clif West - Editing	*000562			480.00																	480.00				
5/10/18	Tonic sound	*000563			250.00														250.00							
5/10/18	The flying spot	*000564			100.00																	100.00				
5/15/18	Nick G S - Title sequence	*000565			195.00														195.00							
5/22/18	Cliff West - Editing	*000566			240.00																	240.00				
5/22/18	Sol Denber - workshop	*000567			100.00			100.00																		
5/23/18	C Bill Workshop	*000568			500.00			500.00																		
5/25/18	C Bill - Edit room	*000569			120.00																	120.00				
5/25/18	Karl S - Srchive footage	*000570			100.00					100.00																
5/25/18	Ink & Social extra Books x 1000	*000571			2650.00										2650.00											
5/31/18	United St Saviours			2200.00																						
5/31/18	National Heritage			10000.00																						
6/4/18	C Bill Project Manag	*000572			1000.00							1000.00														
6/4/18	Paul B - Grade - sequence	*000573			350.00														350.00							
6/8/18	Geoff Weslly -	*000574			30.00														30.00							
6/13/18	Russell promotion	*000575			100.00										100.00											
6/19/18	Furnival Press	*000576			47.00										47.00											
6/26/18	C Bill - Vullentes exp	*000577			354.00						354.00															
6/26/18	C Bill - Directing	*000578			650.00								650.00													
6/26/18	Nick G S - D O P Pullenties	*000579			780.00														780.00							
6/27/18	Linda Scott- Liflet design	*000580			350.00											350.00										
6/29/18	Mick Datfield	*000581			938.40														938.40							
6/29/18	The London Communi			5000.00																						
7/1/18	Geoff Wesllay -	*000582			180.00														180.00							
7/24/18	C Bill - Project Man	*000583			500.00							500.00														
7/25/18	C Bill -	*000584			200.99			200.99																		
7/30/18	Anna R - Volumteer	*000585			200.00						200.00															
8/3/18	C Bill - Project Man	*000586			1000.00							1000.00														
8/20/18	Effra Digital Website	*000587			52.50										52.50											
8/23/18	Lindsey - costumes	*000588			300.00														300.00							
8/23/18	Southwark Film Office	*000589			78.00																		78.00			
8/31/18	Cash vols food	*000590			150.00						150.00															
9/3/18	C Bill Lead tutor	*000591			1000.00							1000.00														
9/14/18	C Bill - Vol exps	*000592			566.25						566.25															
9/14/18	Business riend transcript	*000593			206.00																	206.00				
9/17/18	Lindsey - costumes	*000594			512.91														512.91							
9/17/18	David Keene - sound record	*000595			360.00														360.00							
9/18/18	Finn Bradley - Music on Pullenites	*000596			150.00														150.00							
9/18/18	Nick Gordon - D O P	*000597			390.00														390.00							
9/24/18	C Bill - Directing	*000598			325.00								325.00													
10/2/18	C Bill - Lead tutor	*000599			1000.00							1000.00														
10/8/18	Darren - workshop	*000600			100.00			100.00																		
10/8/18	Business riend transcript	*000601			353.00																	353.00				
10/8/18	C Bill - Edit suite Hire	*000602			900.00																	900.00				
10/8/18	Sol Denber -	*000603			200.00														200.00							
10/9/18	Fraser Burdhill - Art Dept	*000604			125.00														125.00							
10/12/18	Clifff West - Editor	*000605			1920.00																	1920.00				
10/12/18	Pop Brixton - space hire	*000606																								
10/24/18	Tonic sound	*000607			250.00														250.00							
10/31/18	Sue G - one line edit	*000608			450.00																	450.00				
11/13/18	Sara L - Oral Histry training	*000609			200.00									200.00												
11/22/18	C Bill - evaluation report	*000610			200.00							200.00														
11/23/18	Cash vols exp	*000611			50.00						50.00															
12/3/18	Business riend transcript	*000612			270.00																	270.00				
12/18/18	C Bill - Projecy Mgt	*000613			1300.00							1300.00														
12/18/18	Women EU Project			1745.52																						
12/18/18	Women EU Project			1307.39																						
12/18/18	Women EU Project			1307.39																						
1/7/19	C Bill - Projecy Mgt	*000614			1300.00							1300.00														
1/10/19	Effra Digital Website	*000615			60.00										60.00											
1/18/19	C Bill - Vol exps	*000616			190.01						190.01															
1/30/19	Furnival Press	*000617			48.50										48.50											
1/30/19	Mr Terfe - Accountant	*000618			150.00																		150.00			
1/30/19	Lind Scott - Design	*000619			300.00											300.00										
2/6/19	C Bill - Projecyt Mgt	*000620			500.00							500.00														
2/6/19	3 Spave Hot desk space deposit CLD	*000621																								
2/7/19	Ali Ronan - Volunteer	*000622			53.35						53.35															
2/7/19	Valery M - Vols exps	*000623			35.50						35.50															
2/7/19	Ros Cook _ Volunt exp	*000624			24.95						24.95															
2/14/19	C Bill - Racce exp	*000625			545.61						545.61															
2/19/19	Lesley Travel exp	*000626			58.75		58.75																			
2/19/19	Effra Digital Website	*000627			60.00										60.00											
3/25/19	K M Hall - Dons			50.00																						
3/25/19	EU Project			1244.03																						
3/25/19	EU Project			1661.04																						
3/26/19	EU Project			1247.58																						
3/25/19	C Bill - 2 days Recce	*000628			500.00								500.00													
3/27/19	EU Project			1657.19																						
3/29/19	EU Project			1657.19																						
3/29/19	EU Project			1660.85																						
				1670.93																						
3/29/19	Bank charges				40.00																				40.00	
4/1/19	C Bill - Volumt exp	*000629			74.55						74.55															
4/5/19	Semiyta M exp	*000630			61.40						61.40															
4/5/19	Ros Cook _ Volunt exp	*000631			66.05						66.05															
				40327.64	30377.66	0.00	58.75	1491.43	0.00	400.00	2871.67	8800.00	1475.00	200.00	3018.00	650.00	0.00	0.00	5011.31	322.88	0.00	5279.00	228.00	531.62	40.00	30377.66
	BANK RECONCILIATION			9,949.98																						0.00
	Balance per Cash Book	9,950																					0.00			
	Balance per Bank Statement	10,190																								
	Less unpresented cheques:-																									
	Cheq No. 000606																									
	Cheq No. 000622	53.35																								
	Cheq No. 000626	58.75																								
	Cheq No. 000630	61.40																								
	Cheq No. 000631	66.05																								
		239.55																								
	Balance per Bank Statement	9950																								

CLAPHAM FILM UNIT	
Financial Activities 6th April 2018 to 5th April 2019	
	2018/2019
INCOME	**£**
Funds Receivable	
National Heritage	13,490.00
United St Saviors	2,200.00
The London Community	5,000.00
Women EU Project	15,159.11
Donations	50.00
	35,899.11
EXPENDITURE	
Post & Strationary	-00
Voluneers exp	2,871.67
Project Management	8,800.00
Workshop	1,491.43
Design	650.00
Exhibition	-00
Directing	1,475.00
Office Rent	-00
Printing	-00
Archive Fiitage	400.00
Publicity	3,018.00
Training	200.00
Insurance	531.62
Camera Work	5,011.31
Editing	5,279.00
Travel and Subsistance	58.75
Legal and Professional fees	228.00
Bamk charges	40.00
Other exp	322.88
	30,377.66
	5,521.45
Balance b/f	**4,428.53**
Balance c/f as at 31st March 2018	**9,949.98**

Accountant : K Terfe Accounting Services

Singnature : ....

Date :-.................................

Clapham Film Unit - Chairperson -S Hill

Singnature : ....

Date :-.................................

Post & Stationery				
Travel & Subsistance				
Workshop				
Office Rent				
Achive Footage				
Volunteers exp				
Project management				
Directing				
Training				
Publicity & marketing				
Design				
Exhibition exp				
Printing				
Camera Work				
Other exp				
Equipment				
Editing				
Legal & Professional fees				
Insurance				
Bank chrgs				

K TERFE ACCOUNTING SERVICES

49A BALLATER ROAD
LONDON, SW2 5QS

Phone: 02077383445
Mobile : 07578435355
Email: kebreabterfe@gmail.com

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Accountant : K Terfe Accounting Services

Singnature :..............................

Date :-02/02/2020

Clapham Film Unit - Chairperson -S Hill

Singnature :.............................. Shoneena Hill

Date :-3/2/2020