

CHARITY REGISTRATION NUMBER: 1160164

**FlipSide**  
**Unaudited financial statements**  
**30 April 2019**

# **FlipSide**

## **Financial statements**

**Year ended 30 April 2019**

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# FlipSide

## Trustees' annual report

### Year ended 30 April 2019

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The trustees present their report and the unaudited financial statements of the charity for the year ended 30 April 2019.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 (FRS102) (effective 1 January 2015) (as amended by Update Bulletin 1 published on 2 February 2016).

#### Reference and administrative details

<b>Registered charity name</b>	FlipSide
<b>Charity registration number</b>	1160164
<b>Principal office</b>	Parham House Barn Brick Lane Parham Woodbridge IP13 9LQ

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

Mrs H Battye  
Mr M Battye  
Mrs L Calder  
Mr J Christie  
Mr C Edmonds  
Ms C Engle  
Mr D Franklin  
Ms C Matterson  
Mr J Smith

<b>Independent examiner</b>	Mr L Thurston FCCA Lovewell Blake LLP Chartered accountants First Floor Suite 2 Hillside Business Park Bury St Edmunds IP32 7EA
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<b>Bankers</b>	Barclays Bank Plc Ipswich IP1 1PB
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# FlipSide

## Trustees' annual report *(continued)*

Year ended 30 April 2019

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### Objectives and activities

The objects of the CIO are:

(A) To advance the education of the public in the subject of Brazilian life, culture and languages in all forms including (but not limited to) literature and music.

(B) To advance the education of the public in literature, language, music and visual arts, including in particular (but not limited to) the literature, languages and cultures of other countries and peoples beyond the United Kingdom.

(C) To advance the arts for the benefit of the public by the establishment and running of arts-related workshops, events and festivals.

The main activity is the production of the FlipSide Festival, organised by a freelance director, freelance part time coordinators and many other freelancers. A programme of schools and outreach work is run by the director.

### Public benefit

In shaping our objectives for the period and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit.

FlipSide offers its services to the general public. In advancing our aim of reader development and cultural exchange and engagement, we offer these services in accessible locations and at a variety of times, to enable children, working people and families to take part - during the day, in the evening and at weekends. Locations include: schools, libraries, village halls, universities and cultural hubs. Our activities are open to all with lots of low priced and free activities.

The trustees of FlipSide work hard to create a programme, both at the festival and in its projects within the community, that provides a varied and rich offer of free and affordable events for the general public. The trustees ensure that a significant proportion of its resources is allocated to this provision; specifically in providing a range of free and low priced activities such as storytelling, art activities, music performances and workshops, and in particular to provide families with affordable and high quality arts based experiences.

# FlipSide

## Trustees' annual report *(continued)*

**Year ended 30 April 2019**

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### **Achievements and performance**

#### **New Directions**

In spring 2018 the New Directions project was wrapped up with reporting to Arts Council England and funders.

#### **First Light Development**

FlipSide had started development work for a proposed new festival project in Lowestoft - First Light Festival and this work continued until January 2019. The development project explored the viability, cost, location and programming for a beach festival which would celebrate Lowestoft's position as the UK's most easterly town, building a sense of place and pride in the town and creating a central tenet of a wider seafront regeneration scheme. The development involved strategic work where a C.I.C. was formed and FlipSide governance worked out an arrangement with the C.I.C. to be the delivery partner for programming and management. Work began on this in January 2019, with a programme being developed that drew on FlipSide's wide range of local connections and cultural links.

#### **First Light Festival**

In January 2019 FlipSide began the programme delivery for a new multi-arts festival to take place in Lowestoft in June 2019. Aimed at linking with wider cultural regeneration in the town, the programming combined music, visual arts, dance and a wide range of interactive activities. A new C.I.C was established to deliver the festival and FlipSide's involvement was through a management contract which runs to November 2019. The project links FlipSide to a host of new stakeholders in the East of England as well as nationally and aims to engage with a broad audience, particularly those who do not usually engage with the arts. First Light Festival will be a free access event taking place on Lowestoft's beach and seafront with a unique 24 hour programme that celebrates sunrise at the most easterly part of England.

#### **Watertight Words**

The Watertight Words project is part of Making Waves Together, a wider partnership project led jointly by Great Yarmouth Borough Council and Waveney District Council, and funded by the national Great Place Scheme, which is seeing communities and organisations in both areas work together to boost the cultural offer and drive cultural re-imagination as a way of supporting success in the seaside towns and is supported by Arts Council England and the Heritage Lottery Fund. Watertight words is a cultural animation project that links to the new sea-defence wall that is being built in Lowestoft in 2018/19 to create a more resilient town that will be able to withstand the surges such as those in 2013 and historically in 1953, which caused such long term devastation in the town.

Ten Lowestoft schools took part in assemblies and workshops with a historian, poet and arts practitioner to explore the history of flooding and using language to respond to the themes and ideas that emerged; in addition the project coordinator worked with a visual artist to deliver a series of poetry and visual art workshops in the community including at the Library, Marina Theatre, Sam's Café Project, Kirkley Community Centre and at a Lowestoft street party, which reached more than 300 people.

In June 2018 the output from these workshops was collated and used in a large scale installation on the disused old Town Hall, part of the Lowestoft Heritage Action Zone. Dignitaries including the MP Peter Aldous and the Mayor opened the installation which has kick started an increased visual arts culture in the town.

#### **Windpower**

The Windpower Project is also part of Making Waves Together. This is a Great Yarmouth focused, community based, visual arts outreach project. It will explore the heritage of windpower in the region and work with an established kinetic sculptor to create a lasting piece of kinetic artwork that will be situated in the newly restored Venetian Waterways on the seafront of Great Yarmouth. School children will study the

# FlipSide

## Trustees' annual report *(continued)*

### Year ended 30 April 2019

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work of the artist and create their own kinetic artwork. They will take part in a 'happening' where they will enjoy their creations in the wind when the new sculpture is installed. In March 2019 meetings were carried out with the Great Yarmouth Preservation Trust and with Great Yarmouth Borough Council to work out the parameters for the artwork and with the Local Cultural Education Partnership to approach schools for the project.

#### Financial review

The net expenditure on the restricted funds of £32,267 (2018: net income of £20,688) shown on the Statement of Financial activities, reflects the expenditure of the previous years unspent funding received in that year. The unrestricted income derived from donations and fundraising activities resulted in a small deficit of £1,952 (2018: surplus for the year of £3,795) and is deducted against the charity's reserves at 30 April 2019. The year to 30 April 2019 represents a year between festivals and the net expenditure is therefore within the Trustees expectations and inline the bi-annual trend of the Charity.

#### Principal funding sources

The principal funding sources for the charity are currently by way of grant income and donations from the Arts Council, local authorities and other organisations and individuals and active fund raising by the charity, to include fund raising events as detailed in the notes to the financial statements.

#### Reserves policy

The Trustees' aim is to ensure that there are sufficient reserves to enable the charity to fulfill statutory and legal obligations, a contingency to meet unforeseen expenditure and to allow for an orderly wind up of the charity if required.

The reserves target is to generate and maintain reserves to cover three months costs plus closure costs and liabilities. The trustees have estimated that the reserves target as £6,000. The funds carried forward exceeded this target at the end of the year.

#### Plans for future periods

Our plans are to continue to grow our networks in the wider region, particularly in Lowestoft, grow our year-round projects and our festival work and broaden our international focus particularly for literature events.

# FlipSide

## Trustees' annual report *(continued)*

Year ended 30 April 2019

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### Structure, governance and management

The charity was established as a Charitable Incorporated Organisation (CIO) and registered with the Charity Commission on 27 January 2015. The charity is governed by its trustees under a CIO Foundation Constitution which sets out its objects and powers.

The charity's trustees during the year are as stated on the reference and administrative details of these accounts.

### Recruitment and appointment of new trustees

Our policy for appointing new trustees is to search out people who have skills and characteristics that will be beneficial to the charity. On appointment the trustees receive a copy of the governing documents and Charity Commission trustee documents. New trustees are briefed on the background and work of the charity and future aims.

### Risk management

The board of trustees follows the Charity Commissions guidance 'Charities and risk management in identifying and weighting risks. Trustees review the financial risks to the charity at each quarterly board meeting. The greatest risk to the charity is its reliance on a high level of income from grant funding and developing a wider range of funding is a priority.

### Independent examiner reappointment

A resolution to appoint Mr L Thurston of Lovewell Blake LLP as independent examiner will be proposed at the next Annual General Meeting.

The trustees' annual report was approved on 28<sup>th</sup> Sept 2019 and signed on behalf of the board of trustees by:

Ms C Matterson  
Trustee



# FlipSide

## Independent examiner's report to the trustees of FlipSide

Year ended 30 April 2019

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I report to the charity trustees on my examination of the financial statements of the charity for the year ended 30 April 2019 which comprise the statement of financial activities, balance sheet and the related notes.

### Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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 the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable 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.

Your attention is drawn to the fact that the Charity has prepared the accounts (financial statements) 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

 23/12/19

Mr L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA



# FlipSide

## Statement of financial activities

Year ended 30 April 2019

		Unrestricted funds £	2019 Restricted funds £	Total funds £	2018 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	4	2,058	39,900	41,958	105,651
Other trading activities	5	(28)	60	32	50,417
<b>Total income</b>		<u>2,030</u>	<u>39,960</u>	<u>41,990</u>	<u>156,068</u>
<b>Expenditure</b>					
Charitable activities	6	3,865	72,344	76,209	131,585
<b>Total expenditure</b>		<u>3,865</u>	<u>72,344</u>	<u>76,209</u>	<u>131,585</u>
<b>Net (expenditure)/income before transfer of funds</b>		(1,835)	(32,384)	(34,219)	24,483
Transfers between funds		(117)	117	—	—
<b>Net movement in funds</b>		<u>(1,952)</u>	<u>(32,267)</u>	<u>(34,219)</u>	<u>24,483</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		10,411	30,483	40,894	16,411
<b>Total funds carried forward</b>		<u>8,459</u>	<u>(1,784)</u>	<u>6,675</u>	<u>40,894</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 9 to 16 form part of these financial statements.

# FlipSide

## Balance sheet

30 April 2019

	Note	2019 £	£	2018 £	£
<b>Current assets</b>					
Debtors	10	—		9,484	
Cash at bank and in hand		7,995		31,410	
		<u>7,995</u>		<u>40,894</u>	
<b>Creditors: Amounts falling due within one year</b>	11	(1,320)		—	
<b>Net current assets</b>			6,675		40,894
<b>Total assets less current liabilities</b>			6,675		40,894
<b>Net assets</b>			<u>6,675</u>		<u>40,894</u>
<b>Funds of the charity</b>					
Restricted funds			(1,784)		30,483
Unrestricted funds			8,459		10,411
<b>Total charity funds</b>	12		<u>6,675</u>		<u>40,894</u>

These financial statements were approved by the board of trustees and authorised for issue on 28<sup>th</sup> Sept 2019 and are signed on behalf of the board by:

Ms C Matterson  
Trustee



The notes on pages 9 to 16 form part of these financial statements.

# FlipSide

## Notes to the financial statements

Year ended 30 April 2019

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### 1. General information

The charity is a registered Charitable Incorporated Organisation in England and Wales. The address of the principal office is Parham House Barn, Brick Lane, Parham, Woodbridge, IP13 9LQ.

### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

### 3. Accounting policies

#### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

The accounts have been prepared on the going concern basis and the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected income and expenditure for the next 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the Trust to be able to continue as a going concern.

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

#### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### 3. Accounting policies *(continued)*

##### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

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## Notes to the financial statements *(continued)*

### Year ended 30 April 2019

#### 4. Donations and legacies

##### Year ended 30 April 2019

	Unrestricted funds £	Restricted funds £	Total Funds 2019 £
<b>Donations</b>			
Donations	2,058	—	2,058
<b>Grants</b>			
Arts Council	—	1,499	1,499
Waveney District Council	—	5,000	5,000
First Light Festival CIC	—	21,819	21,819
Great Yarmouth Borough Council	—	11,582	11,582
	<u>2,058</u>	<u>39,900</u>	<u>41,958</u>

##### Year ended 30 April 2018

	Unrestricted funds £	Restricted funds £	Total Funds 2018 £
<b>Donations</b>			
Donations	—	5,718	5,718
<b>Grants</b>			
Arts Council	—	63,393	63,393
Waveney District Council	—	19,520	19,520
Brazilian Embassy	—	5,000	5,000
East Anglia Art Fund	—	1,000	1,000
Suffolk County Council	—	5,000	5,000
Great Yarmouth Borough Council	—	5,656	5,656
Other	364	—	364
	<u>364</u>	<u>105,287</u>	<u>105,651</u>

#### 5. Other trading activities

##### Year ended 30 April 2019

	Unrestricted funds £	Restricted funds £	Total Funds 2019 £
Other events and fundraising income	(28)	60	32

##### Year ended 30 April 2018

	Unrestricted funds £	Restricted funds £	Total Funds 2018 £
Festival ticket sales	—	24,797	24,797
Other festival activities	—	3,241	3,241
Other events and fundraising income	4,494	17,885	22,379
	<u>4,494</u>	<u>45,923</u>	<u>50,417</u>

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## Notes to the financial statements (continued)

### Year ended 30 April 2019

#### 6. Expenditure on charitable activities

##### Year ended 30 April 2019

	Unrestricted funds	Restricted funds	Total Funds 2019
	£	£	£
Management, development and administration	130	49,285	49,415
Artists fees	1,192	5,629	6,821
Venue and event costs	–	9,113	9,113
Transport and travel	53	1,498	1,551
Marketing materials	1,050	3,494	4,544
Catering and subsistence	16	164	180
Accommodation	81	–	81
Support costs	1,567	2,937	4,504
	<u>4,089</u>	<u>72,120</u>	<u>76,209</u>

##### Year ended 30 April 2018

	Unrestricted funds	Restricted funds	Total Funds 2018
	£	£	£
Management, development and administration	1,063	32,265	33,328
Artists fees	–	21,858	21,858
Venue and event costs	–	54,075	54,075
Transport and travel	–	13,184	13,184
Catering and subsistence	–	2,642	2,642
Accommodation	–	50,580	5,058
Support costs	–	1,440	1,440
	<u>1,063</u>	<u>176,044</u>	<u>131,585</u>

##### Analysis of Support costs

	2019 £	2018 £
Office expenses:		
Stationery	100	–
Audit and accountancy fees	1,320	1,440
Other professional fees	2,819	–
Insurance	252	–
Bank charges	13	–
	<u>4,504</u>	<u>1,440</u>

#### 7. Independent examination fees

	2019 £	2018 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>1,320</u>	<u>1,440</u>

#### 8. Staff costs

The average head count of employees during the year was Nil (2018: Nil).

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

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## Notes to the financial statements *(continued)*

Year ended 30 April 2019

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### 9. Trustee remuneration and expenses

The trustees did not receive any remuneration or any other benefits from an employment with the charity or a related entity during the period. No expenses were reimbursed to trustees during the period (2018: £nil).

### 10. Debtors

	2019	2018
	£	£
Prepayments and accrued income	—	9,484
	<u>—</u>	<u>9,484</u>

### 11. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Accruals and deferred income	1,320	—
	<u>1,320</u>	<u>—</u>

# FlipSide

## Notes to the financial statements *(continued)*

### Year ended 30 April 2019

#### 12. Analysis of charitable funds

##### Year ended 30 April 2019

	At 1 May 2018 £	Income £	Expenditure £	Transfers £	At 30 April 2019 £
<b>Restricted funds</b>					
New Directions	–	60	(180)	120	–
First Light Development 2018 Project	17,171	6,499	(23,667)	(3)	–
Great Places Watertight Words Project	13,312	11,582	(25,397)	–	(503)
First Light Festival Project	–	21,819	(21,819)	–	–
Great Places Windpower Project	–	–	(1,281)	–	(1,281)
	<u>30,483</u>	<u>39,960</u>	<u>(72,344)</u>	<u>117</u>	<u>(1,784)</u>
<b>Unrestricted funds</b>					
General funds	10,411	2,030	(3,865)	(117)	8,459
	<u>40,894</u>	<u>41,990</u>	<u>(76,209)</u>	<u>–</u>	<u>6,675</u>

##### Year ended 30 April 2018

	At 1 May 2017 £	Income £	Expenditure £	Transfers £	At 30 April 2018 £
<b>Restricted funds</b>					
New Directions	5,598	114,061	(119,659)	–	–
Great Yarmouth Big Draw Project	4,590	–	(4,197)	(393)	–
First Light Development 2018 Project	–	18,493	(1,322)	–	17,171
Great Places Watertight Words Project	–	16,365	(3,053)	–	13,312
Other Projects	–	2,291	(2,291)	–	–
	<u>10,188</u>	<u>151,210</u>	<u>(130,522)</u>	<u>(393)</u>	<u>30,483</u>
<b>Unrestricted funds</b>					
General funds	6,223	4,858	(1,063)	393	10,411
	<u>16,411</u>	<u>156,068</u>	<u>(131,585)</u>	<u>–</u>	<u>40,894</u>

##### **Purpose of restricted funds**

New Directions is a project to develop a new structure for our festival work that would extend the festival from Snape, up along the East of England coastline, offering new audiences access to a high quality programme of internationally focused literature and arts, to build on FlipSide's work in both Lowestoft and Great Yarmouth and with the Cultural Education Partnerships.

First Light Development 2018 Project is a research and development project to assess the potential of a new multi-arts festival in Lowestoft designed to celebrate the town's position as the most easterly in the UK, and to build on wider aspirations for a regenerated seafront for the town.

Great Places Watertight Words Project is a cultural animation project, part of the Making Waves, Great Places project to boost the cultural offer and drive cultural re-imagination in Lowestoft and Great Yarmouth.



# FlipSide

## Notes to the financial statements *(continued)*

### Year ended 30 April 2019

First Light Festival Project represents income and expenditure relating to the organisation and management of the 24 hour festival in Lowerstoft between 22nd and 23rd June 2019.

Great Places Windpower Project aims to support the furtherance of specific purposes as set out by the fund provider.

Great Yarmouth Big Draw Project represents grant income to produce a free community drawing event in Great Yarmouth town centre.

### 13. Analysis of net assets between funds

#### As at 30 April 2019

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current assets	9,555	(1,560)	7,995
Current liabilities	(1,096)	(224)	(1,320)
Net Assets	<u>8,459</u>	<u>(1,784)</u>	<u>6,675</u>

#### As at 30 April 2018

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Current assets	10,411	30,483	40,894
Net Assets	<u>10,411</u>	<u>30,483</u>	<u>40,894</u>

### 14. Financial instruments

	2019 £	2018 £
The carrying amount of financial instruments at 30 April 2019 were:		
Financial assets measured at amortised cost:		
Accrued income	–	9,484
Cash	<u>7,995</u>	<u>31,410</u>
	<u>7,995</u>	<u>40,894</u>
Financial liabilities measured at amortised cost:		
Accruals	<u>(1,320)</u>	<u>–</u>

# FlipSide

## Notes to the financial statements *(continued)*

Year ended 30 April 2019

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### 15. Related parties

During the period the charity incurred fees for event organisation and management services payable to Mrs G Christie, wife of Mr J Christie, a trustee of the charity, for £17,520 (2018: £11,200).

These transactions were made on normal commercial terms and were approved by the trustees.