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**ANNUAL REPORT & ACCOUNTS**

**RECEIPTS AND PAYMENTS ACCOUNT**

**For the year ended 31 March 2018**

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**Trustees during the period:**

Petrea Owens	Chair
Avril O'Riordan	Treasurer
Sam Deards	Trustee
Helen Rowe	Trustee
Suikana Jeraj	Trustee
Lucy Pittaway	Trustee
Esther Calatayud	Trustee

**Charity Registered Number**  
1162116

**Registered office**  
65 Aspenlea Road  
Hammersmith  
London  
W6 8LH

**Accountant**  
Helen Burton  
Chartered Accountant  
17 Hertford Avenue  
London SW14 8EF 65  
020 88786572

**Bankers**  
CAF Bank Ltd

**CHAIR'S STATEMENT  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2018**

What an amazing year for growth this has been for the HF ArtsFest! The largest in the series so far and the biggest Arts Festival of its kind in the London Borough of Hammersmith & Fulham.

The impact of the annual HF ArtsFest was experienced across the Borough with residents and artists aged from 1-92 joining in a cornucopia of arts events from exhibitions, music, shows, films, tours, poetry and circus!

This year we continued to achieve support from the Borough of Hammersmith & Fulham, St George plc, and new grants from Hammersmith United Charities (HUC), Dr Edwards & Bishop King's Fulham Charity (DEBK) and the Westfield London Community fund.

Success of funding applications is vital to our sustainability and we are very grateful to all of our funders and to our sponsor St George plc.

We also achieved our first commission from the Borough of Hammersmith & Fulham to programme the annual Unity Day Celebration in Ravenscourt Park.

Our Arts & Entertainment Event at the Hammersmith Town Hall welcomed 150 local artists and residents who enjoyed a fabulous afternoon of entertainment with a programme of intergenerational, inspirational and inclusive performances including dance, music, song, circus, spoken word and film.

Having created a 'JOY' Steering Group (2016) to plan a pilot for the new strand of the HF ArtsFest in 2018, the 10 representatives from 6 local organisations (working with disabled and non-disabled artists) came together regularly throughout 2017 offering their expertise and advice. A grant from the HUC enabled us to commission Studio 3 Arts to research a model for 'JOY' 2018.

Once the 4<sup>th</sup> HF ArtsFest came to an end, we began the task of preparing for 2018 hosting an Arts Partners Meeting in the Lyric Studio on 1<sup>st</sup> November. With over 80 in attendance and in the presence of the Mayor of Hammersmith & Fulham, Cllr. Michael Cartwright, it demonstrated how the HF ArtsFest has become an invaluable annual event for local artists and organisations.

At the beginning of January 2018, we achieved our first Arts Council England, Grant for the Arts Award to support the 'JOY' pilot in 2018 as well as a considerable uplift in the support from the Borough and from other local charities mentioned previously.

What a fabulous legacy to build upon for HF ArtsFest 2018!

A special thanks from the Board to Amy Scorgie, our Festival Manager this year – her vibrant personality was infectious and, combined with her energy and experience, was very much appreciated by all.

Our heartfelt thanks must also go to the many, many artists and community groups, to the Lyric and the Bush Theatre and to our many volunteers for their incredible work. Without their commitment, resources, talent and energy the HF ArtsFest would not be the success it is today.

Finally, I give my personal thanks to the Trustees who have given their all to produce a fantastic programme for the 4<sup>th</sup> HF ArtsFest.

With the success of the 2017 HF ArtsFest behind us we have a real opportunity to shine in 2018!

Petrea Owens  
Chair of the HF ArtsFest

**THE TRUSTEES' REPORT  
FOR THE 12 MONTH PERIOD ENDED 31<sup>ST</sup> MARCH 2018**

The Trustees present their annual report together with the financial statements for the period to 31<sup>st</sup> March 2018. The Trustees confirm that the Annual Report and financial statements of the Charity comply with the current statutory requirements of the Statement of Recommended Practice (SORP), 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) as amended by Update Bulletin 1 (effective 1 January 2015).

**History of the Organisation**

**2014**

The HF ArtsFest was founded by Cathy Robertson with the aim of bringing positive and enjoyable benefits to the cultural life of the community in the London Borough of Hammersmith & Fulham.

Sponsorship was achieved from St George plc (£5,000) and funding from the LBHF Fast Track programme (£5,000). The event was heavily supported by a very committed and experienced group of volunteers.

Cllr Andrew Jones, the Cabinet Member responsible for the Arts, said, "*We want to make Hammersmith & Fulham to be an even more creative and exciting place to live in and visit. I hope all residents will try out what the week offers.*"

During the 7 days of the HF ArtsFest 260 artists offered 100 events for estimated audiences of 1680.

**2015**

On the 10<sup>th</sup> June 2015, the HF ArtsFest became a registered Community Interest Organisation (CIO) and Charity governed by a Board of 7 Trustees. Providing a marketing platform to showcase the arts, the HF ArtsFest succeeded in highlighting the wide range of opportunities available to H&F residents. It helped to make the arts more accessible to a wider audience and to encourage visitors from other boroughs to sample the arts in H&F.

Sponsorship continued from St George plc (£5,000) and funding from the LBHF Fast Track programme (£5,000). One of the most exciting developments in 2015 was the emergence of bespoke projects and events. The HF ArtsFest continued to be supported by a very committed group of volunteers.

During the 7 days of the HF ArtsFest 360 artists offered 152 events estimated audiences of 2,500.

**2016**

Cathy Robertson stepped down and Petrea Owens stepped in as the new Chair. With the commitment and experience of the Trustees and Volunteers, Petrea began to build upon the momentum established over the previous two years and to lead the Charity into a new phase of its development.

With a focus on identifying and implementing the tools necessary for it to reach more of the 'grassroots' community, the Board began to work on a bold and inspiring 3-year Business Plan. Together we began our journey to embed the HF ArtsFest as an open, inclusive and highly valued community event with the message '*Your Community, Your Artists, Your Festival*'.

Sponsorship continued from St George plc (£5,000) and funding from the LBHF Fast Track programme increased to £6,000.

During the 7 days of the HF ArtsFest 475 artists provided over 130 events for audiences of 4,026.

## **2017**

With the considerable efforts of the Chair and the Board of Trustees, the HF ArtsFest continued to grow with increased funding from LBHF Fast Track programme (£10,000). Additional funding was achieved from Hammersmith United Charities (£4,000) and Dr Edwards & Bishop King's Fulham Charity (£2,950) for specific community projects. We also welcomed a £1000 grant from the Westfield London Community Fund to help support our Taking the Arts to the People project and a second grant from HUC (£5,000) to commission Studio 3 Arts to research the potential of adding a disability arts strand (JOY) to the annual HF ArtsFest.

Having persuaded the Leader of the Council to bring the annual Unity Day Celebration forward to coincide with the final day of the HF ArtsFest, we achieved our first commission. Following the Unity Day Parade from Shepherd's Bush to Ravenscourt Park, we organised an afternoon of family entertainment representing the fabulous array of artists living and working in the Borough. The diversity of the programme together with the fabulous company Puppets with Guts, engaging a family audience with a unique workshop followed by a 'Rhino Rampage' all contributed to a very happy and engaged family audience.

We produced our first Arts & Entertainment Event at the Hammersmith Town Hall, (donated by the Borough), for over 150 artists and residents to enjoy a fun, friendly, entertaining programme followed by a delicious afternoon tea.

During the 7 days of the HF ArtsFest 625 artists provided 200 events for audiences of 8,701.

### **See Pg.8 for more Highlights of the 2017 HF ArtsFest**

#### **Structure, Governance and Management**

##### **a. CONSTITUTION**

HF ArtsFest was registered as a Community Interest Organisation and Registered Charity (1162116) on the 10<sup>th</sup> June 2015. Our governing instrument is a Constitution .

**Trustees during the period were:**

Petrea Owens	Chair	Appointed 11.01.16
Avril O'Riordan	Treasurer	Appointed 10.06.15
Sam Deards	Trustee	Appointed 10.06.15
Helen Rowe	Trustee	Appointed 10.06.15
Sukaina Jeraj	Trustee	Appointed 12.11.16
Lucy Pittaway	Trustee	Appointed 10.08.16
Esther Calatayud	Trustee	Appointed 10.08.16

#### **Guests**

Jon Gilcrest Bush Theatre  
Nicholai Labarrie Lyric Theatre

##### **b. ORGANISATIONAL STRUCTURE & DECISION MAKING**

###### **The HF ArtsFest Team**

HF ArtsFest is led by the Chair, a Board of 6 Trustees (including a Treasurer), a part-time Festival Manager and a pool of 15/20 Volunteers from the local community and beyond acting as ambassadors, providing logistical support and PR&M assistance. These volunteers make invaluable contributions to support the core team, particularly when we organise events and projects.

The Board remains responsible for all of the decision making.

### **c. RISK MANAGEMENT**

The Trustees have in place a risk management strategy that comprises of:

- an annual review of the risks HF ArtsFest may face
- the establishment of systems and procedures to mitigate those risks identified in the plan
- the implementation of policies and procedures including regular reviews designed to minimise any potential impact on the Charity should those risk materialise

We have identified that financial sustainability is the major risk for the Charity and that we need to increase our annual income through fundraising and corporate sponsorship to support core costs such as a part-time Festival Manager throughout the year to take on the major management function in place of the Chair.

The Board is aware that, although, we have no major outgoings such as office rent, full time staff, vehicles or other running expenses, it is important to manage financial risk by reviewing our reserves policy to ensure the retention of sufficient working capital. During the year, guided by the aims of our revised Business Plan, we were successful in meeting the key actions points, and in some cases exceed our targets. In addition, we have reviewed our policies and procedures.

### **a. POLICIES AND OBJECTIVES**

#### **SUMMARY OF THE OBJECTIVES OF THE CHARITY**

The formal Objects of the Charity are:

*The object of the Hammersmith and Fulham Arts Festival (HF ArtsFest) is to advance the appreciation of and involvement in the arts in the London Borough of Hammersmith and Fulham for the public benefit, in particular but, not exclusively, through the provision of an arts festival.*

#### **Vision**

To be recognised as the best model of an inspiring, diverse, inclusive community arts festival in London.

#### **Mission**

To establish a sustainable annual Arts Festival in the London Borough of Hammersmith & Fulham providing a platform for promoting exceptional artists representing all art forms to enhance the cultural life of West London Communities.

### **b. ACTIVITIES FOR ACHIEVING OBJECTIVES**

#### **SUMMARY OF THE MAIN ACTIVITIES**

The main focus of the activities of the Charity are to:

- increase the well-being of the community by enhancing the cultural life on offer
- increase the visibility, accessibility and inclusivity of all art forms
- celebrate diversity through innovative and inspiring arts activities that are available across a wide range of the community
- create opportunities for residents who live in difficult socio-economic circumstances, who are incapacitated or less mobile (the elderly), have physical disabilities and/or learning difficulties, are at risk of offending or are in rehabilitation programs to engage in the arts
- encourage new and emerging artists across all art forms
- nurture collaborative communication and marketing activity with participating artists
- work with internationally renowned arts venues such as the Lyric and the Bush Theatre and high profile commercial centres such as Westfield London
- encourage residents to seek out the arts offer within the Borough as well as looking beyond
- reach residents both young and old that have never engaged before
- ensure that 'social inclusion' is at the heart of everything we do

c. **MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT**  
The Trustees have referred to guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives of the charity and in planning its future activities. The main activities undertaken are set out above.

a. **REVIEW OF ACTIVITIES**

Throughout the 9 days of HF ArtsFest 3<sup>rd</sup> to 11<sup>th</sup> June, audiences in excess of 8,000 enjoyed 200 events with 625 artists performing, presenting and exhibiting their work covering all art forms including theatre, music, visual arts, performing arts, dance, film, podcasts, circus, and comedy. Please refer to our website for more detail on the depth and breadth provided [www.hf-artsfest.com](http://www.hf-artsfest.com)

The Program increased its reach with 5 news, funded projects targeting children and young people with special needs and senior residents in Shepherds Bush and Hammersmith & Fulham

This year we concentrated on one HF ArtsFest HUB located in the Lyric Bar & Grill to generate an opportunity for creative collaborations with other artists to meet like-minded arts organisations and artists in the community.

1. **Funded Projects**

- **Taking Arts to the People (TAP) Project**
  - 10 sessions with local playwright, Ros Scanlon, to work with 12 senior residents aged 55-82 from diverse backgrounds who presented readings from the Wash House Stories in the Dance Attic in Fulham (formerly a Wash House)
  - 24 sessions with 2 Artists from BLINK Dance Theatre Company working with young people aged 15-18 with physical disabilities and learning difficulties to develop creative and imaginative skills
  - 24 sessions with Scariofunk Collective and Taxi Pata Pata for 15 young people and 10 residents living in isolation and with mental health issues
  - 7 days of the Big Red Bus Project with 3 performances, 3 workshops and 2 art exhibitions inside and outside of the Bus situated in Shepherd's Bush and Bishop's Park.
- **Arts & Entertainment Event, Hammersmith Town Hall**

150 artists and residents enjoyed a diverse programme of dance, music, film and circus during a wonderful afternoon tea at the Hammersmith Town Hall. We aim to develop this event so that we can invite even more residents next year!
- **The Big Red Festival Bus**

One of the original 65 Routemaster Buses built to transport passengers from London to Heathrow, was one of the most popular sights during the Festival. Travelling around the Borough on the opening weekend to promote the HF ArtsFest, volunteers popped off the Bus to hand out balloons and flyers. A full programme of exhibitions and entertainment followed throughout the week on Shepherd's Bush Green and in Bishop's Park.

2. **Commissions**

An LBHF Commission of £49,138 to programme the entertainment for the Unity Day Celebration on the final day of the HF ArtsFest. This family programme captured the essence of the diversity of the H&F community and included Polish, Turkish, Iranian, African and Indian artist presenting a very lively, engaging, inclusive, fun day in Ravenscourt Park

3. **Capacity building**

HF ArtsFest made considerable progress during the year in engaging with additional arts venues and arts partners, including Turtle Key Arts, MENCAP Hammersmith, Action on Disability, Dance West, Lyric Theatre, Hammersmith United Charities and many individual users of their services. This contributed to the development of our skills and an increased ability to extend our reach into areas

of least engagement. We raised the funding to commission Studio 3 Arts to explore a model for the new strand of the 2018 HF ArtsFest called JOY, a celebration of disability artists. A new monitoring system created by an experienced, professional Volunteer specifically for the HF ArtsFest 2017, provided us with the means to analyse our outcomes and consequently show that in 2017 we increased

- artists from 475 in 2016 to 625
- audiences from 4125 in 2016 to 8,701
- number of events from in 2016 to 200
- engaged new audiences of 5,057 for HF ArtsFest signature events
- number of bespoke events from 17 in 2016 to 21

#### **4. Equality and Opportunity**

Reflecting its ethos of '*Your Community, Your Artists, Your Festival*', HF ArtsFest continues to apply equality and diversity across all areas of its work.

We strive for our Board, Volunteers, Arts Partners and Participants to be reflective of the demographics of the community we service and all of our activities reflect, wherever possible, the cultural diversity of the Borough of Hammersmith & Fulham. The access initiative implemented in 2016 was widely supported by our Arts Partners and included in the full online programme.

Equality is inherent in everything we do and we strive to improve our practice and to increase awareness of our Board, Volunteers and Arts Partners. One of our Trustees acts as our Diversity Champion and we monitor our practice, analyse the results and implement changes when and where necessary.

In practice, we meet regularly with our ArtsFest Partners, local agencies, organisations, community leaders and, local Borough officers who together, have the resources to initiate contact with our target groups to ensure that we continue to reach a proportion of the Hammersmith & Fulham population.

#### **5. Environmental Sustainability**

We subscribe to the Arts Council England's recommended practices for the arts sector. Currently, we have no permanent premises and the Board and Volunteers make use of existing facilities such as the Riverside Studios, Lyric Hammersmith & The Bush Theatre for meetings. Sharing these facilities helps to maximise the savings on heat, lighting and electricity.

Most of our communication, agendas, minutes and other documents are digital reducing paper usage.

#### **Fundraising and Income Generation**

We were very successful in increasing our funding considerably from last year by % achieving grants from

- Fast Track LBHF Small Grant Fund £10000 (2016 £6000)
- Hammersmith United Charities £9,000 (2016 £0)
- Dr Edwards & Bishop Kings Fulham Charity £2,590 (2016 0)
- Westfield London Community Fund £1,000 (2016 £0)

#### **In Kind Donations**

We had impressive support from major arts venues and businesses during the period of this Report.

Our special thanks go to

- Ocean Advertising Towers by 2 for 3 weeks £30,000
- Westfield London for hosting the Westfield Presents Stage on the opening weekend and for PR&M support £5,000
- The Bush Theatre provided 4 days of Studio Space for local community groups £8000
- Lyric Hammersmith for providing 4 days of Studio Space for local community groups £10,000
- Riverside Studios for Post Box, Meeting Room & Office Space £1500
- Hammersmith London – Lyric Square HUT 500

- Austin-Forum at St Augustine's Church for hosting HF ArtsFest Board Meetings
- London Borough of Hammersmith & Fulham for the Assembly Hall for the Arts & Entertainment event £3500
- Lyric Hammersmith for providing an HF ArtsFest HUB & 2 Arts Partner Meetings £2,000

#### **Corporate support**

St. St George continued to be our sole sponsor and provided financial support of £5,000 for general costs

#### **Moving Forward**

The HF ArtsFest Board of Trustees have renewed their commitment to continue to offer this very popular platform for local artists and the community of the LBHF.

We will continue to implement our capacity building initiatives in order to adapt and evolve the organisation and work towards it being an exciting, inclusive and sustainable model of an arts festival by and for the community. To do this we will need to secure the funding to support the cost of a part-time Festival Manager.

We will undertake more research with community groups, artists, local business and the officers of the Borough of Hammersmith & Fulham to improve our offer and to seek new and fruitful partnerships. We will seek to increase the awareness of the HF ArtsFest by researching and implementing new PR&M campaigns jointly with our arts partners and venues with the aim of building audience capacity.

#### **d. FINANCIAL REVIEW**

##### **PRINCIPAL RISKS AND UNCERTAINTIES**

The Board is aware that there is a risk that funding from sponsors, trusts and foundations may reduce. Annual planning and budgeting meetings take place when the Charity's financial position is compared with the actual financial position. This information is brought to the quarterly meeting of the Board of Trustees for approval, and forecasts are made and adjusted if necessary. Any specific changes to the original plans are authorised by the Trustees.

There are a number of risks and uncertainties that can impact the performance of the Charity, some of which are beyond the control of the Trustees. The Trustees assess the major risks to which HF ArtsFest is exposed, particularly financial and operational risks and are satisfied that systems are in place to mitigate exposure.

The key risks are reviewed on an ongoing basis and are identified as follows:

- - Insufficient level of income
- - Operational structure
- - Factors impacting on the Charity's reputation
- - Failure to comply with law, regulations or to meet responsibilities

The Charity's Risk Register is a detailed identification and assessment of risk areas, possible impact on the Charity, likelihood of occurrence and it serves to ensure that controls exist to minimise any harm to the Charity. The Risk Register is reviewed annually, or more often if circumstances change.

#### **RESERVES POLICY**

Unrestricted funds are needed to:

- provide funds which can cover administration, fundraising and other support costs (core costs) without which the Charity could not function;
- carry out our charitable objectives for the period where costs are not covered by restricted funding
- The Trustees consider it prudent for unrestricted reserves to be sufficient to cover three month's core costs

- The target to cover 3 months of core costs would require the Charity to hold reserves of £3000. Our unreserved funds of £16292 have increased since last year and now exceed this target

#### FUTURE DEVELOPMENTS

To ensure the sustainability of the annual HF ArtsFest we will need to continue to increase our income particularly to meet core costs such as a permanent, part-time Festival Manager. We update our 3 year Business Plan to ensure that it continues to be an exciting, inspiring and achievable. Although challenging, will continue to develop and improve the model to ensure future sustainability. We have a committed Board of Trustees who have the knowledge and expertise to manage the Charity's affairs.

#### INVESTMENT POLICY

At present, the Trustees do not invest the Charity's funds in stocks, shares, etc. Any funds achieved through applications are designated as restricted funds in our main Bank Account.

#### TRUSTEES RESPONSIBILITIES STATEMENT

Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgments and accounting estimates that are reasonable and prudent
- prepare the financial statements of the organisation

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 Commission regulations.

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.

This Report was approved by the Trustees on 14/08/18 <sup>AOR</sup> and signed on their behalf by

Chair

  
PETRA O'LEARY

Treasurer

  
AVRIL O'RIORDAN

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HAMMERSMITH AND FULHAM ARTS FESTIVAL**

I report on the financial statements of the Charity for the period ended 31<sup>st</sup> March 2018 which are set out on pages 11 and 12.

This report is made solely to the Charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this 12 -month period under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the Charity is not subject to audit under charity law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act and
- state whether particular matters have come to my attention.

### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **INDEPENDENT EXAMINER'S STATEMENT**

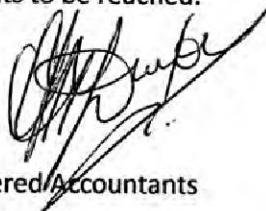
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with the Charities Act 2011; and
- to prepare financial statements which accord with the accounting records and comply with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 14/8/18

H A Burton, Chartered Accountants  
17 Hertford Avenue  
London  
SW14 8EF

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## RECEIPTS AND PAYMENTS ACCOUNT

**For the year ended 31 March 2018**

	Unrestricted funds £	Restricted funds £	Total 2018 Funds £	Total 2017 Funds £
<b>INCOMING RESOURCES</b>				
<b>Voluntary Income</b>				
Donations	<u>20,051</u>	<u>78,728</u>	<u>98,779</u>	<u>19,000</u>
<b>RESOURCES EXPENDED</b>				
Logistics (LBHF Commission)	–	27,066	27,066	–
Comms (LBHF Commission)	–	14,356	14,356	–
Event Expenses	3,010	10,164	13,874	6,104
Freelance Festival Manager	–	11,710	11,460	1,460
Consultant Services (Studio 3 Arts)	–	4,500	4,500	–
Website and web hosting	1,612	–	1,612	3,432
Insurance	–	892	892	840
Accountancy	500	–	500	500
Office expenses	217	150	367	–
Volunteers expenses	205	115	320	341
Miscellaneous	190	–	190	465
Travel and subsistence	153	–	153	232
Printing, postage and stationery	–	91	91	572
Bank charges	60	–	60	5
Phone and internet	38	–	38	565
<b>TOTAL RESOURCES EXPENDED</b>	<u>5,985</u>	<u>69,494</u>	<u>75,479</u>	<u>14,516</u>
<b>SURPLUS FOR THE YEAR</b>	<u>14,066</u>	<u>9,234</u>	<u>23,300</u>	<u>4,484</u>
<b>TRANSFER BETWEEN FUNDS</b>	<u>(1,450)</u>	<u>1,450</u>	<u>–</u>	<u>–</u>
<b>FUNDS BROUGHT FORWARD</b>	<u>3,676</u>	<u>11,516</u>	<u>15,192</u>	<u>10,708</u>
<b>NET MOVEMENT IN FUNDS CARRIED FORWARD</b>	<u>16,292</u>	<u>22,200</u>	<u>38,492</u>	<u>15,192</u>

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	<b>RECEIPTS AND PAYMENTS ACCOUNT</b>	<b>2018</b>	<b>2017</b>
		<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>			
Other debtor		60	—
Prepayments		788	788
Bank		39,477	21,337
		<hr/>	<hr/>
		40,325	22,125
<b>CREDITORS:</b>			
Other Creditor		(1,333)	(6,433)
Accrual		(500)	(500)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		38,492	15,192
		<hr/>	<hr/>
<b>Financed by:</b>			
<b>FUNDS AND RESERVES</b>			
Unrestricted Funds		16,292	3,676
Restricted Funds		22,200	11,516
		<hr/>	<hr/>
		38,492	15,192
		<hr/>	<hr/>