

REGISTERED COMPANY NUMBER: 2963208 (England and Wales)
REGISTERED CHARITY NUMBER: 1042690

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
5 APRIL 2019
FOR
DANCE WOKING LIMITED

HPCA Limited
Chartered Accountants
Station House
Connaught Road
Brookwood
Woking
Surrey
GU24 0ER

DANCE WOKING LIMITED

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for the year ended 5 April 2019

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DANCE WOKING LIMITED

REPORT OF THE TRUSTEES
for the year ended 5 April 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 5 April 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

DANCE WOKING LIMITED

REPORT OF THE TRUSTEES **for the year ended 5 April 2019**

OBJECTIVES AND ACTIVITIES

OBJECTS AND ACTIVITIES FOR THE PUBLIC BENEFIT

Dance Woking's Objects as seen in the company's Articles of Association are:

To advance education for the public benefit by the promotion of the arts particularly but not exclusively the art of dance.

Dance Woking's Statement of purpose: Dance Woking is an innovative dance organisation which provides high quality opportunities to watch, perform and take part in dance, providing new experiences that inspire artists, audiences, participants and communities.

Dance Woking's Vision: to champion and celebrate dance as a socially and culturally relevant force through an annual programme of events that resonate with our audiences. Dance Woking aims to be an outstanding contributor to the arts, culture and sport in Woking and the South East of England, with a regional and national reputation in its support and development of dance.

Dance Woking's Philosophy: We believe the arts touch every aspect of our lives; they offer people a means of expression, promote creativity, knowledge and understanding and stimulate ideas and imagination. We strive to offer opportunities for local people in the immediate surroundings, Surrey and beyond to experience fantastic dance in Woking. We want our work to provide enjoyment, surprise, and revelation. Our work can be fun and frivolous, or, offer insight into the human condition and the world in which we live. Dance can be participatory, social or performed for an audience. Dance expresses ideas and emotions and can be pursued in linear or abstract forms. Dance has a powerful effect on people's lives - the physical, emotional, mental and social benefits of dance are proven. Dance can help people to lead healthier lifestyles.

Strategic Priorities

Dance Woking strived to be in a stronger position by 2018-19 by pursuing the following three connecting facets to the programme:

1. Raising ambition and developing talent

Dance Woking aimed to develop, educate and raise the ambition of local dance artists and the local dance audience by bringing high quality national and regional dance companies to Woking. Dance Woking wants to ensure that there is an opportunity for the dance community to engage more deeply with the incoming national and regional dance companies in order that they are able to develop their own skills and practices.

2. Creating a dynamic and more sustainable local dance community

Woking and Surrey benefit from a community of graduates and emerging dance artists who are attracted by its proximity to higher education institutions across the Southern and South Eastern areas and its accessibility to London. Dance Woking wanted to support their professional and artistic development to enable them to become the entrepreneurial, innovative, proactive and valuable dance artists of tomorrow. Key to the successful delivery of this ambition was working in partnership with companies and agencies across the region and connecting venues, practitioners and participants in creative and innovative ways. Our aspiration was to create a thriving dance ecosystem and a model of good practice that can inform and be applied to other regions.

3. Engage more people in meaningful dance experiences

By engaging more people in meaningful dance experiences as participants and audiences; we wanted dance participation to contribute to the cultural vibrancy and health and wellbeing of communities across Woking and Surrey, with audience development at the forefront of our planning and delivery. Running through all aspects of our activities was a strong curatorial approach where dance connected human lives and human action. We wanted to promote an understanding of dance as an art form with a deep connection to today's societal issues. We wanted to develop this curatorial approach by producing; presenting and delivering high quality programmes of dance in unusual places that are engaging, entertaining and thought provoking. Through feedback and evaluation we were continuing to develop our approach to programming and the organisation by:

- Producing an annual programme of dance featuring the successful series of site-specific platforms we call seasonal 'Shorts' and deliver projects that are resonant to local people
- Support artists at early stages in their career to develop new choreographic works particularly those that are based in Woking & Surrey
- Developing our links with venues such as New Victoria Theatre in order to develop audiences for dance
- The trustees have had due regard to the charity Commissioner's guidance in ensuring that all activities have been carried out for public benefit.

DANCE WOKING LIMITED

REPORT OF THE TRUSTEES for the year ended 5 April 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Where is Home? - With funding from National Lottery *Awards For All* and working in partnership with Women's Liaise Centre, Intergenerational Integrated Dance Company (IID), Amina Khayyam Dance Company, Maybury Primary School, Hoe Valley School and Woking Borough Council we were able to explore the common theme of *Where is Home?* Working with groups who are not necessarily viewed as actively involved in the arts we were able to share stories and exchange these at a celebration event hosted by Woking Borough Council in June 2018. In celebrating the diverse communities in Woking we aimed for the wider community to witness the positive contribution the groups can make and build a stronger sense of community in the locality.

We were able to facilitate and promote a culture of healthy and more active people and communities: By providing an inspiring and motivating programme for the groups we were able to have a positive impact on the participants. We worked with six groups in May & June 2018: Horsell Bangladeshi Women's Group; Maybury Primary School, Hoe Valley School, DeVyne Ladies at Knaphill Community Centre, Liaise Women's Centre and Brockhill Creative Seated dance group. The groups worked with different artists Amina Khayyam - Kathak and movement; Dance Woking freelance dance artists Emily Neighbour & Kate Finegan, Visual Artist Maria Lima and Film-maker Omari Carter.

Five of the groups presented at Woking Borough Councils Woking Welcomes Refugee Week, ***Different Past, Shared Futures*** on Tuesday 19 June 2018. These included: Maybury Primary School, DeVyne Ladies, Horsell Bangladeshi Ladies group and Brockhill Creative seated dance group.

Brockhill Creative seated dance film: <https://www.youtube.com/watch?v=UjVz-PyHbbM&t=394s>

Gaining confidence as a result of their positive experience some of the groups then went on to take part in Party in the Park in July.

Summer of Dance in Woking (SDW) - Dance Woking was successfully awarded funding from Arts Council England's Project Grants Scheme to run *Summer of Dance in Woking* (SDW) which was designed to capitalise on the large numbers of attenders that previously were attracted to two free family events: ***Encounters*** in Woking Town Centre and ***Party in the Park*** in Woking Park. The overarching ambition was to build Dance Woking's (DW) brand and in doing so grow our 'family' of supporters to include the dance communities of Woking and professional dance artists/companies, as well as introducing new people to our organisation. SDW enabled DW to continue to make dance more visible and accessible for local communities by bringing high quality performances to these two events, which inspired, challenged and excited. In participating in our activities we hoped to encourage healthier lifestyles, aspiration, release creativity and artistry, and engage participants in the choreographic process.

Encounters was delivered on Saturday 30 June in Woking Town Centre; following an extensive outreach programme started in May which involved Dance Woking freelance dance teachers going into seven schools each week for 8 weeks, delivering 56 hours of dance in schools to over 200 children, the participants learnt a newly created flash-mob sequence (choreographed by Emma Brewer, First Dance Studios) as well as choreographing their own piece of dance inspired by this year's themes, *The Centenary of the end of World War 1* and the *Representation of the People's Act*. Creative workshops were led by Maria Lima who worked with the groups to create their own sashes and banners to use and wear in the movement parade; the t-shirts worn by dancers were green, white and purple, the suffragette colours; sponsorship was received from Woking based Akiko Design Limited. Professional Dance Company **Moxie Brawl** performed '***Sit Back***', which evoked the spirit of the 1940s with an entertaining dance theatre piece celebrating the female workforce of the Second World War.

Encounters 30 June 2018, held on the same day as *Armed Forces Day* in Woking which meant we were able to integrate our event with theirs, broadening our reach further in a joint celebration, where we programmed some of the dance performances prior to their military parade enabling DW to engage with a new audience. Also supporting the event was Woking based Rock Choir led by Danny Gortler. With over 150 participants Jubilee Square was an amazing wash of purple, white and green, watched by an audience of over 3000. For highlights:

Highlight ***Encounters*** 2018: https://www.youtube.com/watch?v=I1_yo40uXCo&t=25s

Party in the Park was originally inspired as one of the key events of 2012 sitting within the Celebrate Woking programme of activities' (London 2012 Olympic and Paralympic Games and Queen's Diamond Jubilee). Party in the Park is a Celebrate Woking event, which aims to:

- increase the number of people participating in sporting activities
- increase the number of people participating in cultural activities

DANCE WOKING LIMITED

REPORT OF THE TRUSTEES for the year ended 5 April 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

- bring together Woking's diverse communities offering a range of events and activities to raise the profile and
- promote a positive image and develop a sense of Pride of Place in Woking
- maximise the economic development opportunities, including the tourism offer
- develop, celebrate and support a wider national programme of events and activities

Dance Woking has delivered the dance element at Party in the Park since 2012; developing and shaping the artistic content. This activity has become a key feature of our Summer Shorts programme; the activity both in advance on the day has increased; delivered in partnership with Woking Borough Council; helping to build neighbourhoods using dance as the medium. We believe that by developing a shared experience and bringing groups together to perform in a public space we help support community cohesion, encouraging a sense of pride of place and further engagement with the arts community through dance. Woking has a diverse community and events like Encounters and Party in the Park are great opportunities to celebrate this diversity.

Party in the Park, now in its six-year in 2018, attracted over 8,000. Dance Woking continued to develop and produce the dance element and artistic programme for this one-day festival. In 2018 the programme was part of funding from Arts Council England's Project grants scheme, Woking Borough Council, Awards For All - The Big lottery Fund, Sportivate, and Dance Woking reserves.

Dance Woking presented a diverse programme on two stages with a community dance platform on the main stage and a second stage featuring a mix of professional dance company's and dance workshops. The dance programme is a key feature of this event making it unique in its ability to engage and reach new audiences in creative ways and stand out from other day festivals. During its development Dance Woking established a large community participation element that included schools and individuals from the local community working with professional choreographers.

Highlights *Party in the Park* 2018: <https://www.youtube.com/watch?v=HcoKftjMgGQ>

Party in the Park, held on 7 July 2018, included professional companies being introduced to Woking audiences for the first time, this year were **Alexander Whitley Dance Company** with their VR Experience *Celestial Motion*; **Vee Project**, a juggling and acrobat spectacle; **Moxie Brawl Dance Company - Windy Bops**; **Handmade Theatre - Flying the Nest**; **Whalley Range Allstars** with *Ye Gods* and **Amina Khayyam Dance Company**.

As a follow on from these two events we were also able to engage in a smaller community day in Kingsmoor Park, a new estate in Woking, bringing dance and circus to a new audience and introducing families resident here to DW funded by Metropolitan Housing Trust.

Summer of Dance in Woking (SDW) saw us work with 9 local schools, 3 community groups including youth clubs in Goldsworth Park & Sheerwater and York Road, making up 755 participants, 65 artistes, creating 11 new pieces of work, providing 156 days of employment for artistes, leading 111 dance sessions, with an audience of 11, 585. Alongside the freelancers, this was made possible by the support of 34 volunteers providing 217 hours of their time.

In order to achieve our aims we linked the outdoor dance taster sessions with tickets to watch the professional dance companies perform; extending the offer to the community platforms we hosted in each season with the professional dance companies so that there was tangible link to encourage those performing in the community platform to also attend a professional performance and engage with us differently.

Winter Short's - In November we delivered three community platforms; two for *Young Dancemakers* (YDM), a schools and colleges platform and Innovate a contemporary led community dance platform. The YDM platforms featured seven of the schools we delivered weekly dance classes, providing 42 hours of dance classes, performing alongside them were guest groups from Guildford College, Chichester University, Kings Academy (Richmond on Thames), and Wesley Bingwa, a former student at Woking College and participant in the Boys Platform, a recent graduate from Laban with an MA in Dance. This years theme was Carnival used to bring communities together through different music and dance styles.

DANCE WOKING LIMITED

REPORT OF THE TRUSTEES for the year ended 5 April 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Innovate Platform - was well supported with 14 dance groups presenting their work; as well as local dance schools we had guest groups from London's The Place - Scatter; University of Surrey - Actual Size, Ryde Academy Elite Team (Isle of Wight) and Illume Dance (Bracknell). The local groups were Chinese Association Woking, Flipside Dance, Dreamcatchers Stage Academy, KJ Theatre Arts, Red Shoes Dance School, Apollo Performing Arts, Dancayers Dance, Jenny Reed School of Dance and Francesca Louise Dance.

Winter Shorts saw Dance Woking engage with 10 school groups, 14 community dance schools, 444 dancers, deliver 62 hours of dance classes, including the weekly youth dance clubs, with a theatre audience of 632 over the 3 platforms.

In 2018 the outdoor summer programmes included **Alexander Whitley Dance Company** and **Amina Khayyam Dance Company** using the outdoor programme to help introduce new companies to Woking audiences, we previously discovered that artiste engagement and wrap around activity takes time to prepare the recipients as well as plan and can't be underestimated and in particular when engaging in educational and community settings.

Marketing: Following the very positive responses from audiences to the work seen in the 2017 shorts series, in 2018 we promoted DW more as a 'trusted brand' for the quality of the work we produce and promote. AKIKO continued to provide valuable sponsorship in the form of t-shirts; brochure design and updating the Woking brand marketing/audience.

<https://www.dancewoking.com/newslisting/spring2019dancewoking/>

Dance Woking was started in August 1994 and in order to help raise the profile of the work we do we started to plan our 25-year celebrations. In January 2019 we were successfully awarded funding from Arts Council England's Project Grants Scheme to run Spring Shorts 2019 to start to celebrate this milestone and champion the creative and different ways we engage new audiences, which we managed to do. As well as continuing to work with Alexander Whitley Dance Company (AWDC), developing and deepening our relationship by presenting 8 Minutes at Rhoda McGaw Theatre, and developing an education outreach programme linked to Solar Science; AWDC created a curtain raiser for young people already in dance and led a session for those working in dance. We also expanded our reach by continuing to work with hard to reach and those not yet engaged in dance through performance Parkour and dance clubs located in Community Centres in Addlestone and Sheerwater.

We continued to expand outreach with schools introducing them to AWDC work through the **What if** project made possible by further funding support from **Ernest Cook Trust**. The project was delivered to 10 year 5 classes in 5 different schools, totalling 300 children, of these 80 self-selected and continued to work with Dance Woking to create a piece performed at Rhoda McGaw Theatre in front of family and friends. Both the children and teachers were really inspired by working with a solar scientist and professional dancer. The schools could see how they can use creative ways to introduce science concepts through dance. We were able to provide schools with resources AWDC had developed linked to solar science which added value to this project for them. Some feedback from participants.

'The teachers were really good. The teachers were really fun. Made science exciting'

'Group dancing. That we were allowed to be creative. It looked brilliant!'

Everyone felt that they could join in. Linking science to dance. Everyone tried their best.'

What if Video Highlights: https://www.youtube.com/watch?v=3_1dq0taxbs

The Boys Platform was enhanced by a duet, an extract of **8 Minutes**, performed by the dancers who had led the outreach projects; this was so inspiring for the school groups who were also the audience watching. Continuing Professional Development (CPD) for local dance teachers was delivered by AWDC and linked to a ticket offer to see **8 Minutes**, this was well supported, with 12 participants; similarly the dance workshops delivered in local dance schools and linked to tickets were also well supported with four dance groups, 50 participants taking advantage of the offer. This is in contrast to the weekly classes we delivered, led by Natalie Dodd at HG Wells Conference & Events Centre, which were well received but we continue to experience difficulties building a regular group of young people on a weekly basis, and similarly experience the same for experienced dancers and teachers.

DANCE WOKING LIMITED

REPORT OF THE TRUSTEES **for the year ended 5 April 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Introducing Platform featured Katie Dale-Everett, Jack Philp and Wesley Bingwa showcasing their work; some of which was finished and touring, in the case of Jack Philp, other work was in early development such as that shared by Katie Dale-Everett and Wesley Bingwa. All three choreographers were involved in delivering various elements of our education and outreach project which helped engage and link them to the Woking community.

The performance Parkour supported with additional funding from Surrey Community Foundation and Active Surrey was well supported. We delivered weekly sessions in Sheerwater and Addlestone Youth Centres; we have had 45 young people take part, at Sheerwater the average weekly attendance is 8 and at Addlestone 6; there is another linked opportunity in May Half term for the two groups to come together which we are quite excited about and designed to enhance the participants experience and enable them to develop their skills further working with Urban Playground Group (UPG).

Spring Shorts 2019 saw Dance Woking work with 106 artists, 12 classes from seven schools with 747 participants taking part in a dance session, deliver 124 hours of dance, provide 234 employment days for artists, produce 7 platforms, create 10 new pieces of work with a theatre audience of 625. The Spring season was supported by 9 volunteers giving 248 hours of their time.

Partnerships

In order to deliver on its aims and objectives Dance Woking has worked with a number of key partners to jointly commission and co-present work, linking up cultural provision within South East for example Woking Borough Council (WBC) provided the infra structure for Party in the Park, Arts Council England's Project grants enabled Dance Woking to bring some great professional dance companies to Woking and enabled us to create exciting outreach programmes suitable for our diverse communities; the dance companies themselves were extremely generous in their support of our work which enabled greater collaboration and programme delivery.

Partnership Projects in more detail:

- **Rotate - Performance Parkour**

Supported by funding from Surrey Community Foundation and Active Surrey, Dance Woking partnered with Surrey County Council Family Services and Woking Borough Council Youth Service to deliver weekly performance Parkour at Addlestone Youth Centre and Sheerwater Youth Centre. The delivery has been led by Momentum Parkour supported by a Dance Woking assistant. Dance Woking has delivered 20 hours of Parkour from January to March 2019; 14 young people attended; the sessions will continue until the end of 2019 with further opportunities in May, July and August to engage young people through free family events.

- **Strictly Tea Dance**

Now in its fifth year, held quarterly in partnership with Woking Borough Council at HG Wells Conference & Events Centre in June, October, December & March; dancing delivered by *Swingsters*. Participant numbers have grown; focus on care homes and individuals coming together. Funding from Woking Borough Council and in-kind support Dance Woking, managed by Woking Borough Council

- **National Citizen Service (NCS)**

Worked with two waves in August 15 - 17 year olds; both waves consisted of 12 NCS participants who worked with a Dance Woking Dance teacher to learn the carnival flash mob phrase and used this to advocate for Dance Woking in their awareness days. Through fundraising activities the group raised over £817.00 to help support Dance Woking's outreach programme.

- **Metropolitan Housing Trust - Kingsmoor Park Family fun day**

An estimated 45 families attended the event throughout the afternoon, some staying for the whole duration; we offered a dance taster session and programmed the Brazier Brothers who delivered Memory Man which was very well received.

FINANCIAL REVIEW

Financial position

Dance Woking's (DW's) financial period for these accounts runs from 6 April 2018 to 5 April 2019

DANCE WOKING LIMITED

REPORT OF THE TRUSTEES **for the year ended 5 April 2019**

FINANCIAL REVIEW

Principal funding sources

- Woking Borough Council
- Art Council England, Grants for the Arts Scheme
- Big Lottery - Awards for All
- Active Surrey - Sportivate
- Ernest Cook Trust
- Surrey Community Foundation
- Dance Woking Income through Fees & Tickets

Management, Governance and Finance

In 2018/19 Dance Woking undertook diversifying its income sources and was successfully awarded funding from Ernest Cook Trust, Surrey Community Foundation, Active Surrey's Sportivate as well as two separate Arts Council Project grants. In line with Dance Woking's continuing ambition to have a broad number of funders we are continuing to try and diversify our funding sources and expand our reach in this area. To help us achieve this ambition we have been continued to be mentored by Michael Kaiser on the Arts Council funded 'Building Resilience; Fundraising and Revenue Diversification Programme,' the programme finished in January 2019. It was very useful in providing various strategies to help us manage fundraising campaigns as well as Board development.

Continuing to define an annual programme of activity to specific genres has continued to be an effective strategy to encourage both existing and new audiences to support high quality community dance and also helped provide a focal point for the community platforms. For example Winter Shorts has a more contemporary focus; Spring Shorts an urban dance focus and the Summer Shorts has platforms that highlight the vibrant cultural diversity Woking has to offer with its community dance organisations. This has continued to increase audience confidence to experiment and watch local dance organisations that are known to them as well as those that are new.

Reserves policy

Dance Woking has benefitted from funding during 2018/19 from the Arts Council England Project grants scheme, Woking Borough Council, Active Surrey, Surrey Community Foundation, Big Lottery Awards for All and Ernest Cook Trust. As some of the projects are being delivered after the financial year we put some of the funds received into a restricted fund. Dance Woking has a reserves policy, which is reviewed annually Dance Woking keeps a minimum administration reserve of 3 months basic operating costs. The board sets the level of the reserve fund on an annual basis.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company is incorporated under the Companies Act, and its governing document is its memorandum and articles of association. The company is a registered charity.

Charity constitution

Dance Woking is a registered charity and is governed by an elected Board of Trustees who steer the organisation in its mission via the Executive Producer/Director's vision.

Risk management

Dance Woking, as a charity and an arts organisation working in the performing arts, is exposed to a number of risks. The board has identified risks and undertaken steps in mitigating these. The risks relate to financial, managerial, compliance and programme conditions all of which are collated in a Dance Woking Risk Register. The Register, health and safety at work, safeguarding and risk management is reviewed and monitored regularly by the board at its meetings. Dance Woking undertakes a risk assessment of each project and programme related activity.

DANCE WOKING LIMITED

REPORT OF THE TRUSTEES **for the year ended 5 April 2019**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Overview of changes in Management and Governance

Governance

Dance Woking benefits from the support of a well-engaged and active board, comprising individuals from the arts and local communities, their experience covers a range of areas including dance education in both publicly funded arts organisations and schools, fundraising, governance, fundraising, private dance sector, business development and choreography.

2018/19 saw a few changes to the Board; Louisa Bartlett-Pestell continued in the Chair's role in 2018/19. Vicky Hunter resigned from the Board in April 2018, at the same time we Tara Stevenson joined the Board, Tara was previously the Arts Development Officer for Woking Borough Council, but now works for an Events Company; Sue Barham, Strategic Director Woking Borough Council departed in August 2018 which left Dance Woking without a senior member of Woking Borough Council observing Board meetings a priority for us to address in 19/20. In December 2018 Christina Hickman-Mahut joined the Board her specialist area corporate sponsorship, Tanuja Sellaheewa took maternity leave in March 2019; Following changes in 2018/19, the task for 2019/20 was to recruit new Board members.

Board of Trustees

- Jon Jagger - Chartered Accountant
- Christina Hickman-Mahut
- Tanuja Sellaheewa - Senior Associate Solicitor, Commercial Property Morrisons Solicitors (maternity leave)
- Katie Paling - Marketing Manager, Aakash Odedra
- Louisa Bartlett-Pestell - Chair - Director of Programming Arts, Depot
- Tara Stevenson - Events Accounts Manager, ICE

Management

Sam McCaffrey, CEO/Artistic Director has been leading the team since her appointment in November 2010. Staff changes this year include: Georgina O'Hare who left Dance Woking in August 2018, the position of Administrator was filled in September 2018 by Theresa James who took on additional duties and Emily Neighbour as a job share.

This small dedicated staff team is supported by a well-established network of freelancers who; along with the involvement of a small number of active volunteers, address any gaps in expertise and capacity. This approach contributes to support our ambition. For example Kate Finegan joined the team on a freelance basis to support the Education & Outreach Programme and continues to coordinate the schools and community engagement platforms for us.

Organisational development

In 2018/19 Dance Woking continued to get good support from the Building Resilience: Fundraising and Revenue Diversification Programme led by Arts Manager International, as an 18 month teaching and consultation programme supported using public funding by the National Lottery through Arts Council England and benefitting from Michael Kaiser as Dance Woking's mentor we continued to focus on using this programme to support both board and brand development. On going changes in the political and financial landscape required that Dance Woking to develop new strategies and new resources to build and make us a more sustainable and resilient organisation.

- AKIKO Ltd continue to support **Dance Woking** to continue to develop brand and brand awareness.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

2963208 (England and Wales)

Registered Charity number

1042690

Registered office

Pearl Assurance House
28 High Street
WOKING
Surrey
GU21 6BW

DANCE WOKING LIMITED

REPORT OF THE TRUSTEES
for the year ended 5 April 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

J Bell	
J Jagger	
V Hunter	- resigned 16.4.18
K Paling	
L Bartlett-Pestell	
T Sellahewa	
T Stevenson	- appointed 16.4.18
C Hickman-Mahmut	- appointed 3.12.18

The directors of the company act as the trustees and are elected by the members. The directors who held office during the year are listed in the information sheet.

Executive powers of the charity are delegated to the Executive Director and employees of the organisation.

Company Secretary

S McCaffrey

Independent examiner

HPCA Limited
Chartered Accountants
Station House
Connaught Road
Brookwood
Woking
Surrey
GU24 0ER

Approved by order of the board of trustees on 19/12/19 and signed on its behalf by:


.....
J Jagger - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DANCE WOKING LIMITED

Independent examiner's report to the trustees of Dance Woking Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 5 April 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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



Lance Redman BSc ACA FCCA
for and on behalf of
HPCA Limited
Chartered Accountants
Station House
Connaught Road
Brookwood
Woking
Surrey
GU24 0ER

Date: 19 December 2019.

DANCE WOKING LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 5 April 2019

		Unrestricted funds	Restricted funds	Total	2019 funds	Total	2018 funds
	Not es	£	£		£		£
INCOME AND ENDOWMENTS FROM							
Donations and legacies	2	126,476	21,556		148,032		131,487
Charitable activities							
Dance events and workshops		13,848	-		13,848		13,711
Investment income	3	<u>74</u>	<u>-</u>		<u>74</u>		<u>40</u>
Total		140,398	21,556		161,954		145,238
 EXPENDITURE ON							
Raising funds		5,160	-		5,160		4,256
Charitable activities	4						
Dance events and workshops		<u>135,191</u>	<u>11,095</u>		<u>146,286</u>		<u>144,629</u>
Total		<u>140,351</u>	<u>11,095</u>		<u>151,446</u>		<u>148,885</u>
 NET INCOME/(EXPENDITURE)		47	10,461		10,508		(3,647)
 RECONCILIATION OF FUNDS							
Total funds brought forward		64,713	-		64,713		68,360
 TOTAL FUNDS CARRIED FORWARD		<u><u>64,760</u></u>	<u><u>10,461</u></u>		<u><u>75,221</u></u>		<u><u>64,713</u></u>

The notes form part of these financial statements

DANCE WOKING LIMITED

BALANCE SHEET

At 5 April 2019

	Notes	2019 £	2018 £
FIXED ASSETS			
Tangible assets	10	1,744	1,084
CURRENT ASSETS			
Debtors	11	6,277	14,292
Cash at bank and in hand		<u>91,147</u>	<u>83,568</u>
		97,424	97,860
CREDITORS			
Amounts falling due within one year	12	(23,947)	(34,231)
		<u> </u>	<u> </u>
NET CURRENT ASSETS		<u>73,477</u>	<u>63,629</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		75,221	64,713
		<u> </u>	<u> </u>
NET ASSETS		<u>75,221</u>	<u>64,713</u>
FUNDS	14		
Unrestricted funds		64,760	64,713
Restricted funds		<u>10,461</u>	<u>-</u>
TOTAL FUNDS		<u>75,221</u>	<u>64,713</u>

The notes form part of these financial statements

DANCE WOKING LIMITED

BALANCE SHEET - CONTINUED

At 5 April 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 5 April 2019.


The members have not required the company to obtain an audit of its financial statements for the year ended 5 April 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 19/12/19 and were signed on its behalf by:


.....
J Jagger - Trustee

The notes form part of these financial statements

DANCE WOKING LIMITED

NOTES TO THE FINANCIAL STATEMENTS **for the year ended 5 April 2019**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

These are the costs of running the various projects within the charity and are made up of the marketing costs and an allocation of support costs.

Governance costs

These represent those costs attributed to the governance of the charity.

Allocation and apportionment of costs

The support costs are the costs associated with the management and administration of the charity. These costs are apportioned on the percentage of time spent or the amount of usage.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
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Assets under £500 are not capitalised and are shown as part of the project costs to which they belong.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

DANCE WOKING LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 5 April 2019

1. ACCOUNTING POLICIES - continued

Facilities and services provided by third parties

Certain services and facilities are provided free or subsidised by third parties such as Woking Borough Council (as referred to in note 2). For values that are quantifiable and which relate to services provided in connection with specific projects, these have been shown in the accounts as both income and costs. For more general facilities used, these have not been reflected in the SOFA, because in the opinion of the directors the impact of inclusion would make the accounts appear misleading.

Members liability

The company is limited by guarantee and the liability of the members is limited to £1 each.

2. DONATIONS AND LEGACIES

	2019	2018
	£	£
Grants	130,528	131,487
Donated services & facilities	<u>17,504</u>	<u>-</u>
	<u>148,032</u>	<u>131,487</u>

Donated services received from third parties have been included as both income and costs. However, the charitable company also receives subsidised use of rooms and facilities from Woking Borough Council mainly within the HG Wells and Rhoda McGaw Theatre during the year for rehearsing and performing of shows. These have not been included as their inclusion would make the figures appear misleading.

Grants received, included in the above, are as follows:

	2019	2018
	£	£
Arts Council England - Grant for the Arts Scheme	28,501	40,665
Woking Borough Council	72,320	72,320
Sportivate - Active Surrey	7,022	3,042
WBC - Party in the Park	5,000	5,000
National Citizen Service	285	817
Big lottery - Awards for All	-	9,643
Surrey Community Foundation	9,000	-
Earnest Cook Trust	8,200	-
ASDA	<u>200</u>	<u>-</u>
	<u>130,528</u>	<u>131,487</u>

3. INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	<u>74</u>	<u>40</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 5)	Totals
	£	£	£
Dance events and workshops	<u>75,356</u>	<u>70,930</u>	<u>146,286</u>

DANCE WOKING LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 5 April 2019

5. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Dance events and workshops	<u>67,350</u>	<u>3,580</u>	<u>70,930</u>

Support costs, included in the above, are as follows:

Management

	2019 Dance events and workshops £	2018 Total activities £
Trustees' expenses	52	556
Wages	48,708	44,460
Social security	1,692	1,959
Pensions	2,464	2,882
Telephone & internet	2,367	1,089
Office stationery & postage	280	128
Insurance	2,009	1,641
Staff & board training	410	1,241
Memberships & Fees	418	739
Admin support & consultancy	1,462	498
Rent & Service charges	<u>7,488</u>	<u>8,840</u>
	<u>67,350</u>	<u>64,033</u>

Governance costs

	2019 Dance events and workshops £	2018 Total activities £
Grant audit	-	2,340
Accountancy fees	1,942	1,360
Independent examination	<u>1,638</u>	<u>1,560</u>
	<u>3,580</u>	<u>5,260</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2019 £	2018 £
Grant audit	-	2,340
Depreciation - owned assets	<u>581</u>	<u>362</u>

DANCE WOKING LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 5 April 2019

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 5 April 2019 nor for the year ended 5 April 2018.

Trustees' expenses

	2019	2018
	£	£
Trustees' expenses	<u>52</u>	<u>556</u>

8. STAFF COSTS

	2019	2018
	£	£
Wages and salaries	53,149	48,314
Social security costs	2,189	2,168
Other pension costs	<u>2,686</u>	<u>3,075</u>
	<u>58,024</u>	<u>53,557</u>

The average monthly number of employees during the year was as follows:

	2019	2018
Management	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	131,487	-	131,487
Charitable activities			
Dance events and workshops	13,711	-	13,711
Investment income	<u>40</u>	<u>-</u>	<u>40</u>
Total	145,238	-	145,238
 EXPENDITURE ON			
Raising funds	4,256	-	4,256
Charitable activities			
Dance events and workshops	<u>144,629</u>	<u>-</u>	<u>144,629</u>
Total	148,885	-	148,885
 NET INCOME/(EXPENDITURE)	 (3,647)	 -	 (3,647)

DANCE WOKING LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 5 April 2019

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	68,360	-	68,360
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>64,713</u>	<u>-</u>	<u>64,713</u>

10. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 6 April 2018	9,596
Additions	<u>1,241</u>
At 5 April 2019	<u>10,837</u>
DEPRECIATION	
At 6 April 2018	8,512
Charge for year	<u>581</u>
At 5 April 2019	<u>9,093</u>
NET BOOK VALUE	
At 5 April 2019	<u>1,744</u>
At 5 April 2018	<u>1,084</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Other debtors	4,533	14,292
Prepayments	<u>1,744</u>	<u>-</u>
	<u>6,277</u>	<u>14,292</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	16,915	29,747
Social security and other taxes	2,206	1,181
Accrued expenses	<u>4,826</u>	<u>3,303</u>
	<u>23,947</u>	<u>34,231</u>

DANCE WOKING LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 5 April 2019

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Total	2019 funds	Total	2018 funds
	£	£		£		£
Fixed assets	1,744	-		1,744		1,084
Current assets	86,963	10,461		97,424		97,860
Current liabilities	(23,947)	-		(23,947)		(34,231)
	<u>64,760</u>	<u>10,461</u>		<u>75,221</u>		<u>64,713</u>

14. MOVEMENT IN FUNDS

	At 6.4.18 £	Net movement in funds £	Transfers between funds £	At 5.4.19 £
Unrestricted funds				
General fund	64,713	47	(4,000)	60,760
IT Fund	-	-	4,000	4,000
	<u>64,713</u>	<u>47</u>	<u>-</u>	<u>64,760</u>
Restricted funds				
Sportivate - Satellite Club	-	375	-	375
Surrey Community Foundation - Performance Parkour	-	5,338	-	5,338
Earnest Cook Trust - Science and Dance Project	-	3,158	-	3,158
Arts Council England - May HT Parkour	-	1,590	-	1,590
	<u>-</u>	<u>10,461</u>	<u>-</u>	<u>10,461</u>
TOTAL FUNDS	<u>64,713</u>	<u>10,508</u>	<u>-</u>	<u>75,221</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	140,398	(140,351)	47
Restricted funds			
Sportivate - Satellite Club	2,766	(2,391)	375
Surrey Community Foundation - Performance Parkour	9,000	(3,662)	5,338
Earnest Cook Trust - Science and Dance Project	8,200	(5,042)	3,158
Arts Council England - May HT Parkour	1,590	-	1,590
	<u>21,556</u>	<u>(11,095)</u>	<u>10,461</u>
TOTAL FUNDS	<u>161,954</u>	<u>(151,446)</u>	<u>10,508</u>

DANCE WOKING LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
for the year ended 5 April 2019

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 6.4.17 £	Net movement in funds £	At 5.4.18 £
Unrestricted Funds			
General fund	68,360	(3,647)	64,713
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>68,360</u>	<u>(3,647)</u>	<u>64,713</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	145,238	(148,885)	(3,647)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>145,238</u>	<u>(148,885)</u>	<u>(3,647)</u>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 5 April 2019.