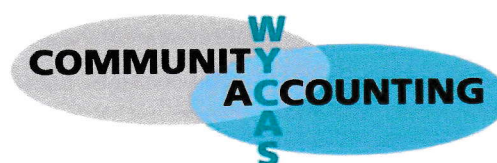


Geraldine Connor Foundation

Charity number 1156982

A company limited by guarantee number 08334960

Annual Report and Financial Statements for the year ended 31 December 2019



West Yorkshire Community Accounting Service

Geraldine Connor Foundation

Annual Report and Financial Statements for the year ended 31 December 2019

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Prepared by West Yorkshire Community Accounting Service

Geraldine Connor Foundation

Trustees' report for the year ended 31 December 2019

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Diane Howse	Chair	
Teofila Connor		
Diane Dickson		
Terence Suthers		
Jennifer Brooke		Resigned December 2019
Pamela Johnson		
Sylvie Nunn		
Judith Hartley		
Kenneth Reid		

Company secretary Selina McGonagle

Charity number 1156982 Registered in England and Wales

Company number 08334960 Registered in England and Wales

Registered address	Principal address	Bankers
Wrigleys Solicitors LLP 19 Cookridge Street Leeds LS2 3AG	Suite D Mabgate Mills Mill 2, Floor 2 Macaulay St, Leeds LS9 7DZ	HSBC Bank plc 88 Town St Horsforth LS18 4AR

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 18 December 2012. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Geraldine Connor Foundation

Trustees' report (continued) for the year ended 31 December 2019

Objectives and activities

The charity's objects

The objects of the company are the advancement of the arts and culture in particular by:

Continuing the work and vision of Geraldine Connor in advancing the development and education of individuals in the arts and culture, and thereby developing professional and life skills, encouraging and nurturing new work and talent, and encouraging and promoting equality, diversity, empowerment and inclusion in society through the Arts.

Providing opportunities in the Arts that might not otherwise be available for talented individuals.

Advancing the development of young people looking for guidance in the performing arts, in particular (but not exclusively) by giving them the opportunity to experience, participate and learn from projects with Caribbean culture through the performing arts.

The charity's main activities

- * The creation of 8 short films celebrating 3 generations of Windrush families in Leeds
- * Delivering educational workshops for young people on the impact of the Windrush generation in the UK
- * Artistic Enterprise – business and mentoring support for new artists
- * Global Mash Up – free participatory arts activity for children and young people

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of arts and culture.

Achievements and performance

Between January and June we successfully completed our 2 year Heritage Lottery Fund project, Windrush, An Influential Force on British Culture. We trained 2 young people to deliver workshops in education and community settings. They delivered 23 workshops in schools across Leeds with 680 young people taking part in the workshops. We created 8 short films/online resources celebrating 3 generations of Windrush families in Leeds. These films have been viewed online approximately 10,000 times and continue to be available to the public to view.

In July in partnership with the Princes Trust we delivered Artistic Enterprise. A course which gives new artists aged between 18 – 30 the skills to establish themselves as self-employed. We aim through the course to give young artists from diverse backgrounds an understanding of the professional, business and entrepreneurial skills required when working in the Creative Industries. Over the week the young people looked at business planning, marketing and communication, tax, cash flow and intellectual property. They also examined themselves as artists and the work they produce, we introduced them to regional and national arts networks, employers, organisations, funders and how they can connect to them. 16 new creatives attended the course, from a range of disciplines: visual artists, actors, poets, musicians and producers. 8 participants completed the full course and have continued on with mentoring from the Princes Trust.

We supported artist Nii Kwartey Owoo to create a carnival troupe and stage a dance for the Leeds West Indian Carnival on Monday 26th August. The dance was inspired by the West African character Kweku Ananse (the spider). The troupe explored West African folklores and traditions that travelled with Kweku Ananse from Ghana to America and Europe during the trans-Atlantic slave trade. Geraldine Connor Foundation (GCF) supported Nii with writing his Arts Council England application and gave him guidance on managing his project. On 2nd October as part of the evaluation, dance and music from the production was shared in Room 700, Leeds Central Library accompanied by talks on Carnival traditions.

From September, we provided weekly singing sessions for Year 7 pupils in: Leeds East, Leeds West and Leeds City Academy, these schools are all part of the White Rose Academies Trust. The academies are based in some of the most diverse and challenging areas of Leeds and the workshops are an opportunity for young people to try something new, gain confidence and learn to sing together as a choir.

Geraldine Connor Foundation

Trustees' report (continued) for the year ended 31 December 2019

Achievements and performance (continued)

In October working in partnership with the National Collaborative Outreach Programme, the University of Leeds and Leeds City Museum we delivered an exploring history day. This project aimed to introduce and inspire pupils from diverse backgrounds in higher education (HE) from Notre Dame Sixth Form College and Mount St Marys School. The day focused on Black History in the UK. The pupils took part in: a research skills session led by the university, Leeds Black History Walk led by Heritage Corner, a visit to Leeds Museum to see the "City and It's Welcome" exhibition, Three Centuries of Migrating to Leeds. The day was a huge success, with pupils seeing history that they felt related to them and understood the importance and opportunities for studying history at HE level and for "hidden" histories to be documented and researched further.

During October half term we delivered a Global Mash Up at Leeds City Academy, free participatory arts activity for children and young people aged 8 – 18 years. Funded by Leeds City Council, Inner North West community committee and Wades Charitable Trust. We worked with 48 young people through music, dance and drama. Creating a performance based on the theme "The Power of Green" to share at the end of the week.

In November we delivered a "Masterclass in Music Production with Glen Scott" in partnership with Studio 12 and Leeds College of Music. The day gave 8 new musicians the opportunity to work on a one to one basis with international music producer Glen Scott at Studio 12. In the evening we held an open public masterclass at Leeds College of Music.

Forest Dreaming our original musical theatre production is continuing to develop. Leeds Playhouse are confirmed as co-producers and we are working towards a research and development process in 2021 and a premiere in 2023 as part of Leeds International year of celebrations.

This year we have invested in creating a new website with improved functionality which enables GCF to host its own ticketed events, receive donations from the public directly and clearly showcase the impact of our work.

GCF was invited to be part of Eurocities, a two-day conference hosted by Leeds City Council in September. Delegates from across Europe attended and were introduced to Leeds and its cultural strategy. In collaboration with Leeds West Indian Carnival and Harewood House we delivered a pathway of learning for the delegates which looked at how Leeds celebrates diversity through innovative cultural partnerships.

In October at Leeds Town Hall, Geraldine Connor was awarded an Outstanding Achievement Award at the Leeds Legacy Award. It was a wonderful occasion for Geraldine's work and continuing legacy through the Foundation to be recognised by the city.

Financial review

The net expenditure for the year was £20,295, including net expenditure of £28,404 on unrestricted funds and net income of £8,109 on restricted funds.

Geraldine Connor Foundation

Trustees' report (continued) for the year ended 31 December 2019

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £78,416.

The Covid 19 pandemic has required GCF to be flexible and able to respond to day to day changes in everybody's lives at work and at home. As schools and colleges closed the charity's 2020 projects have been deferred with an expectation, at the moment, that they may begin again in the summer or autumn of 2020. With all activity on hold GCF has taken steps to protect the charity so that it can recommence activity when the government allows: 2 members of staff have been furloughed under the government Covid 19 support for businesses, payment of PAYE has been deferred and enquiries are ongoing as to whether the charity, as a rent payer, is eligible for the government grant of £10,000.

GCF secures funding/support from various sources Leeds City Council, Leeds City College, Arts Council England, The Emerald Foundation and other trusts and foundations for projects and activities. It is therefore not reliant on one source of income alone. A detailed cash flow ensures that it is able to carefully monitor all activities and plan for the future.

GCF is a young charity, founded in 2012. In its early years when its activity and partners were yet to be established the Trustees decided that they would maintain reserves at £75,000. This was prudent when the charity was new with the pattern of funding and activity developing and the corresponding administration and controls were being put in place. In 2020 GCF has a strong identity and good relations with established partners. It is now possible for the trustees to review the level of reserves so that available funds can be used fully for the charity's purpose of advancing arts and culture. By developing budgeting, cash flow accounting and forecasting and regular review by trustees the Trustees are able to assess the ongoing viability of the charity at any time.

The cash flow at May 2020 predicts that GCF will fall below the £75,000 reserve level in December 2020 and on current information remain below that level throughout 2021 whilst still maintaining cash in the bank. The Trustees will consider in the coming months given the developed working partnerships, stronger administrative controls and the current extraordinary times whether a fixed level of reserves at £75,000 is still the best way to achieve the objects of the charity.

Funds held as custodian trustee on behalf of others

£171 of funds were held at the 31 December 2019 on behalf of a vulnerable young person's piano lessons, equipment and mentoring costs.

Geraldine Connor Foundation

Trustees' report (continued) for the year ended 31 December 2019

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.


Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. 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 has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed  (Trustee)

Name DIANE HOWSE

Date 16TH JULY 2020

Geraldine Connor Foundation

Independent examiner's report to the trustees of Geraldine Connor Foundation

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 December 2019, which are set out on pages 8 to 14.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 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 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.

Signed: *C. Welling*

Name: Claire Welling

Date: *17th July 2020*

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Geraldine Connor Foundation
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 December 2019

	Notes	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
Income from:					
Grants and donations	(2)	58,133	19,000	77,133	89,731
Workshop income		1,289	-	1,289	-
Other income		5,951	150	6,101	1,200
Bank interest		165	-	165	120
Total income		65,538	19,150	84,688	91,051
Expenditure on:					
Salaries and NI	(3)	68,777	-	68,777	70,466
Childcare vouchers		3,266	-	3,266	3,266
Rent and service charges		4,576	-	4,576	3,967
Telephone and broadband		408	-	408	366
Insurance		898	110	1,008	899
Administrative costs		748	105	853	1,234
Independent examination		1,138	-	1,138	1,896
Depreciation		140	-	140	188
Project delivery costs		5,475	13,238	18,713	29,647
Website		-	4,508	4,508	-
Other expenditure		450	1,146	1,596	559
Total expenditure		85,876	19,107	104,983	112,488
Net income / (expenditure)		(20,338)	43	(20,295)	(21,437)
Transfers between funds		(8,066)	8,066	-	-
Net movement in funds		(28,404)	8,109	(20,295)	(21,437)
Fund balances brought forward		107,267	3,667	110,934	132,371
Fund balances carried forward	(4)	78,863	11,776	90,639	110,934

All incoming resources and resources expended derive from continuing activities.

Geraldine Connor Foundation

Balance sheet

as at 31 December 2019

	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets (5)	447	-	447	587
Total fixed assets	<u>447</u>	<u>-</u>	<u>447</u>	<u>587</u>
Current assets				
Debtors and prepayments (6)	-	-	-	11,019
Cash at bank and in hand (7)	81,173	11,776	92,949	102,021
Total current assets	<u>81,173</u>	<u>11,776</u>	<u>92,949</u>	<u>113,040</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals (8)	2,757	-	2,757	2,693
Total current liabilities	<u>2,757</u>	<u>-</u>	<u>2,757</u>	<u>2,693</u>
Net current assets / (liabilities)	<u>78,416</u>	<u>11,776</u>	<u>90,192</u>	<u>110,347</u>
Total assets less current liabilities	<u>78,863</u>	<u>11,776</u>	<u>90,639</u>	<u>110,934</u>
Net assets	<u>78,863</u>	<u>11,776</u>	<u>90,639</u>	<u>110,934</u>
Funds				
Unrestricted funds	78,863	-	78,863	107,267
Restricted funds	-	11,776	11,776	3,667
Total funds	<u>78,863</u>	<u>11,776</u>	<u>90,639</u>	<u>110,934</u>

For the year ending 31 December 2019 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Date: Diane Howse

Signed: DIANE HOWSE

(Trustee)

Name 16TH JULY 2020

Geraldine Connor Foundation

Notes to the accounts

for the year ended 31 December 2019

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance basis over their expected useful economic lives as follows:

Office equipment: 20%

Computer equipment: 33%

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Geraldine Connor Foundation

Notes to the accounts continued

for the year ended 31 December 2019

1 Accounting policies (continued)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

2 Grants and donations

	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds City Council (LCC)	4,000	7,950	11,950	11,240
The Emerald Foundation	50,000	-	50,000	50,000
Wade's Charity	-	2,000	2,000	-
Pears Foundation	-	9,050	9,050	-
Arts Council England	-	-	-	3,660
Harewood Charitable Settlement	-	-	-	1,000
Heritage Lottery Fund	-	-	-	20,250
University of Leeds	-	-	-	700
Other donations	4,133	-	4,133	2,881
	<u>58,133</u>	<u>19,000</u>	<u>77,133</u>	<u>89,731</u>

3 Staff costs and numbers

	2019	2018
	£	£
Gross salaries	65,113	67,169
Social security costs	2,096	2,157
Pensions	1,568	1,140
	<u>68,777</u>	<u>70,466</u>

The average number employees during the year was 4.3, being an average of 2.2 full time equivalent (2018: 5, 2.2 FTE).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2019	2018
	£	£
Costs of the scheme to the charity for the year	1,568	1,140
Amount of any contributions outstanding at the year end	333	95

Geraldine Connor Foundation
Notes to the accounts continued
for the year ended 31 December 2019

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Arts Council England	564	-	564	-	-
Heritage Lottery Fund	2,443	150	10,659	8,066	-
Global Mash up	660	8,900	7,112	-	2,448
Summer Camp 2019	-	1,050	772	-	278
GRT Project 2020	-	9,050	-	-	9,050
	<u>3,667</u>	<u>19,150</u>	<u>19,107</u>	<u>8,066</u>	<u>11,776</u>

Fund name	Purpose of restriction
Arts Council England	Towards the Forest Dreaming project.
Heritage Lottery Fund	Funding to create Sorrel and Black Cake, a celebration of the 70th Anniversary of the arrival of the Empire Windrush to the UK. This project completed in June 2019. £8,066 was transferred from unrestricted funds in respect of funding received in 2017.
Global Mash up	To support the Global Mash Up project.
Summer Camp 2019	To run a summer camp.
Gypsy, Roma, Traveller (GRT) Project 2020	For the "What Makes Me" project.

5 Tangible assets

	Office equipment	Computer equipment	Total
<u>Cost</u>	£	£	£
At 1 January 2019	883	1,304	2,187
At 31 December 2019	<u>883</u>	<u>1,304</u>	<u>2,187</u>
<u>Depreciation</u>			
At 1 January 2019	465	1,135	1,600
Charge for year	84	56	140
At 31 December 2019	<u>549</u>	<u>1,191</u>	<u>1,740</u>
<u>Net book value</u>			
At 31 December 2019	<u>334</u>	<u>113</u>	<u>447</u>
At 31 December 2018	<u>418</u>	<u>169</u>	<u>587</u>

6 Debtors and prepayments

	2019	2018
	£	£
Debtors	-	10,640
Prepayments	-	379
	<u>-</u>	<u>11,019</u>

7 Cash at bank and in hand

	2019	2018
	£	£
HSBC Current account	2,853	1,690
HSBC Savings account	90,096	100,331
	<u>92,949</u>	<u>102,021</u>

Geraldine Connor Foundation
Notes to the accounts continued
for the year ended 31 December 2019

8 Creditors and accruals	2019	2018
	£	£
Creditors	1,617	1,553
Accruals	1,140	1,140
	<u>2,757</u>	<u>2,693</u>

9 Trustee expenses

No trustee received any expenses during this year or the previous year.

10 Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

11 Remuneration and benefits received by key management personnel

The key management personnel of the charity include the Project Director only. The total employee benefits received by the Chief Officer were £50,988 (previous year: £45,900).

12 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

Within one year

Office

£
<u>3,623</u>
<u>3,623</u>

Geraldine Connor Foundation

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2019

	2019 Unrestricted funds £	2018 Unrestricted funds £	2019 Restricted funds £	2018 Restricted funds £	2019 Total funds £	2018 Total funds £
Income						
Grants and donations	58,133	57,281	19,000	32,450	77,133	89,731
Workshop income	1,139	-	150	-	1,289	-
Other income	6,101	1,200	-	-	6,101	1,200
Bank interest	165	120	-	-	165	120
Total income	65,538	58,601	19,150	32,450	84,688	91,051
Expenditure						
Salaries and NI	68,777	66,163	-	4,303	68,777	70,466
Childcare vouchers	3,266	3,266	-	-	3,266	3,266
Rent and service charges	4,576	3,967	-	-	4,576	3,967
Telephone and broadband	408	366	-	-	408	366
Insurance	898	899	110	-	1,008	899
Administrative costs	748	1,234	105	-	853	1,234
Independent examination	1,138	1,896	-	-	1,138	1,896
Depreciation	140	188	-	-	140	188
Project delivery costs	5,475	5,167	13,238	24,480	18,713	29,647
Website	-	-	4,508	-	4,508	-
Other expenditure	450	559	1,146	-	1,596	559
Total expenditure	85,876	83,705	19,107	28,783	104,983	112,488
Net income / (expenditure)	(20,338)	(25,104)	43	3,667	(20,295)	(21,437)
Transfers between funds	(8,066)	-	8,066	-	-	-
Net movement in funds	(28,404)	(25,104)	8,109	3,667	(20,295)	(21,437)
Fund balances brought forward	107,267	132,371	3,667	-	110,934	132,371
Fund balances carried forward	78,863	107,267	11,776	3,667	90,639	110,934