

Community Albums
Company Limited by Guarantee
Unaudited Financial Statements
For the year ended
30th April 2020

MARK A JORDAN FCA

Chartered accountants
Jordan & Company
Knighton House
62 Hagley Road
Stourbridge
West Midlands
DY8 1QD

Community Albums
Company Limited by Guarantee
Financial Statements
Year ended 30th April 2020

	Page
Trustees' annual report (incorporating the director's report)	1
Independent examiner's report to the trustees	5
Statement of financial activities (including income and expenditure account)	6
Statement of financial position	7
Statement of cash flows	8
Notes to the financial statements	9
The following pages do not form part of the financial statements	
Detailed statement of financial activities	16

Community Albums

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 30th April 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30th April 2020.

Reference and administrative details

Registered charity name Community Albums

Charity registration number 1140485

Company registration number 07424717

Principal office and registered office Rockliffe
112 Halse Road
Nothants
NN13 6EG

The trustees

Mr D. Mann
Mr D.S. Newman
Ms I Pantelidou
Mr D. Pilkington
Mr A. Yates

Independent examiner M A Jordan
Jordan & Company
Knighton House
62 Hagley Road
Stourbridge
West Midlands
DY8 1QD

Structure, governance and management

Governing document

Community Albums is a company Limited by guarantee and is a registered charity. The company was incorporated on 1st November 2010.

Governance and management

Community Albums is led by a team of trustees who are responsible for all required duties of the charity, including legal compliance, finances, human resources and any property requirements.

Risk management

Appropriate steps have been taken to ensure that all necessary DBS checks are made on those with any paid or volunteer responsibilities, where they might be required. All required insurance cover is in place. An ongoing review of the other major risks to which the charity could be exposed is being undertaken and systems are implemented to mitigate those risks where possible. Both the risks and systems will be regularly reviewed.

Community Albums

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 30th April 2020

Objectives and activities

Community Albums has a vision to see communities all over the world using music and media, giving them a voice and building relationships with each other through collaboration. Using music and media technology we aim to encourage networks of communities across developed and developing countries to share opinions and collaborate together on shared objectives, enabling them to explore their creative potential and to inspire, influence and bring about positive change.

Community Albums aims for people's voice to be heard. Through our programmes, participants explore the messages they would like their audience to hear. From which we aim to create positive change not only in their lives but across communities.

Community Albums

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 30th April 2020

Achievements and performance

Community Albums, starting in February 2011, has now completed nine financial years. This report reflects the last 12 months and shows the ongoing development of our programmes.

We continued our partnership with the National Citizenship Service. Over the summer, a series of workshops with young people commenced. NCS have the vision of 'bringing our country together by building stronger, more integrated communities and fostering understanding between young people from different communities'. We worked with 920 young people from diverse backgrounds to explore how they could use music and media for unity. The results were very exciting!

Our international work also saw us work with our partners Viva and The Children at Risk Action Network (CRANE) in Kampala, Uganda, in October 2019. We made an assessment report and shot a short film to reflect on the 10 years since we first went out to Kampala. We also started a new project with St Joseph's school in Kamuli with our partners, Salesians of Don Bosco. We delivered and built a studio, interviewed and trained a music producer, who is successfully running the studio now. We ran a project for our partners, The Salvation Army, to write and record a song for Peace in Burundi ahead of their national elections. The video of the song was shown on national TV in Burundi as well as featured on radio, as part of many peace building initiatives in the country. Our UK work reflects a diverse range of support given to many people who need to feel the inspirational hope and encouragement that music and media can bring. As reported last year, we've continued to work with the Oxfordshire Hospital School to support young children who are fighting serious illness. Community projects at the Hill (temporarily based at Bradley Arcade) continue. This year we added St Mary's Church in Chipping Norton and North Oxfordshire Academy, as partners with whom we are delivering projects. All these projects have supported work that is combatting the effects of homelessness and mental health difficulties. In February 2020 we opened our new media studio in The Hill Community and Sports Facility to support the various projects we have running in the community. In particular we started two long term projects, Upbeat and Music United which are both based at The Hill. Over the summer we delivered a project in partnership with Bonny Downs Community Association in London's East End supporting their holiday club across the summer holidays. The children made a song and video about the impact of knife crime in their community which was very well received, locally and further afield.

At the very end of this financial year we moved into a time of 'lockdown' as a result of COVID 19. We took the Vocal Band choir online, and started preparations for delivering projects either online, or in a safe way, face to face. Due to the way the charity operates we find ourselves well placed to continue to grow the work, and continue the momentum as we close this financial year, despite the obvious challenges of the pandemic. We are encouraged that we are financially growing, but also that we have growing support from partner organisations and individuals who have shown their commitment to sharing our vision.

We look forward with excitement and great anticipation for what 2020/2021 holds.

Financial review

Income has continued to generate a surplus. It is intended that this increase will continue, enabling a greater impact in the future.

Community Albums

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 30th April 2020

Financial review *(continued)*

Investment policy

The charity has no need for a specific investment policy at this time, however the trustees will keep this under review, should surplus funds become available.

Reserves policy

The trustees have agreed that a 3 month working capital reserve is suitable. There are sufficient funds to cover this.

Plans for future periods

The charity aims to continue the development of partnerships locally and nationally in the UK, to continue to give people a voice and build better communities through music and media. Community Albums will continue to develop partnerships, working alongside agencies seeking to bring about peace, justice and sustainable livelihoods by seeking to bring about local and national policy change to enhance the safety and well-being of individuals and communities. Much of the focus of next year will be strengthening and supporting the work in Uganda – both in continuing work with CRANE and Viva in Kampala, and the Salesians in eastern Uganda and Burundi. In the UK, our main focus continues to lie in Oxfordshire. We also have exciting plans to support organisations delivering community support and change in East London, and developing new work in Somerset and Birmingham.

In regards to the charity's management, we have had to furlough our part-time Operations Manager and CEO, but fully expect them to be re-instated by the summer. Co-founders Simon Hill and Rob May continue to run the charity on a voluntary basis. Together, this team work with project staff and volunteers to ensure both the daily management of finances, as well as project and reports delivery alongside scoping and planning for the future.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 12th October 2020 and signed on behalf of the board of trustees by:

Mr D. Mann
Trustee

Community Albums

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Community Albums

Year ended 30th April 2020

I report to the trustees on my examination of the financial statements of Community Albums ('the charity') for the year ended 30th April 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

M A Jordan
Independent Examiner

Jordan & Company
Knighton House
62 Hagley Road
Stourbridge
West Midlands
DY8 1QD

12th October 2020

Community Albums

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 30th April 2020

			2020		2019
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	21,809	75,894	97,703	55,430
Total income		<u>21,809</u>	<u>75,894</u>	<u>97,703</u>	<u>55,430</u>
Expenditure					
Expenditure on charitable activities	6,7	21,633	51,660	73,293	50,697
Total expenditure		<u>21,633</u>	<u>51,660</u>	<u>73,293</u>	<u>50,697</u>
Net income and net movement in funds		<u>176</u>	<u>24,234</u>	<u>24,410</u>	<u>4,733</u>
Reconciliation of funds					
Total funds brought forward		4,741	25,421	30,162	25,429
Total funds carried forward		<u>4,917</u>	<u>49,655</u>	<u>54,572</u>	<u>30,162</u>

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

The notes on pages 9 to 14 form part of these financial statements.

Community Albums
Company Limited by Guarantee
Statement of Financial Position
30th April 2020

	Note	2020 £	£	2019 £
Current assets				
Cash at bank and in hand		56,393		31,237
Creditors: amounts falling due within one year	11	<u>1,821</u>		<u>1,075</u>
Net current assets			<u>54,572</u>	<u>30,162</u>
Total assets less current liabilities			<u>54,572</u>	<u>30,162</u>
Net assets			<u>54,572</u>	<u>30,162</u>
 Funds of the charity				
Restricted funds			49,655	25,421
Unrestricted funds			<u>4,917</u>	<u>4,741</u>
Total charity funds	12		<u>54,572</u>	<u>30,162</u>

For the year ending 30th April 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 12th October 2020, and are signed on behalf of the board by:

Mr D. Mann
Trustee

The notes on pages 9 to 14 form part of these financial statements.

Community Albums
Company Limited by Guarantee
Statement of Cash Flows
Year ended 30th April 2020

	2020 £	2019 £
Cash flows from operating activities		
Net income	24,410	4,733
<i>Adjustments for:</i>		
Accrued expenses	216	–
<i>Changes in:</i>		
Trade and other creditors	530	(87)
Cash generated from operations	<u>25,156</u>	<u>4,646</u>
Net cash from operating activities	<u>25,156</u>	<u>4,646</u>
Net increase in cash and cash equivalents	25,156	4,646
Cash and cash equivalents at beginning of year	31,237	26,591
Cash and cash equivalents at end of year	<u>56,393</u>	<u>31,237</u>

The notes on pages 9 to 14 form part of these financial statements.

Community Albums
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 30th April 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Rockliffe, 112 Halse Road, Nothants, NN13 6EG.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

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

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

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

Community Albums

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30th April 2020

3. Accounting policies *(continued)*

Incoming resources

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

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

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

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

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

Community Albums

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30th April 2020

3. Accounting policies *(continued)*

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument. Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument. Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Limited by guarantee

The company is Limited by Guarantee and has no share capital.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	<u>21,809</u>	<u>75,894</u>	<u>97,703</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Donations	<u>18,401</u>	<u>37,029</u>	<u>55,430</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Building better communities through music and media	<u>21,633</u>	<u>51,660</u>	<u>73,293</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Building better communities through music and media	<u>18,029</u>	<u>32,668</u>	<u>50,697</u>

Community Albums

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30th April 2020

7. Expenditure on charitable activities by activity type

	Activities undertaken directly	Total funds 2020	Total fund 2019
	£	£	£
Building better communities through music and media	<u>73,293</u>	<u>73,293</u>	<u>50,697</u>

8. Independent examination fees

	2020	2019
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,236</u>	<u>1,200</u>

9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	<u>54,807</u>	<u>29,869</u>

The average head count of employees during the year was 4 (2019: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2020 No.	2019 No.
Number of staff	<u>4</u>	<u>3</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

10. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

11. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	1,236	1,020
Social security and other taxes	<u>585</u>	<u>55</u>
	<u>1,821</u>	<u>1,075</u>

Community Albums

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30th April 2020

12. Analysis of charitable funds

Unrestricted funds

	At 1st May 2019 £	Income £	Expenditure £	At 30th April 2020 £
General funds	<u>4,741</u>	<u>21,809</u>	<u>(21,633)</u>	<u>4,917</u>

	At 1st May 2018 £	Income £	Expenditure £	At 30th April 2019 £
General funds	<u>4,369</u>	<u>18,401</u>	<u>(18,029)</u>	<u>4,741</u>

Restricted funds

	At 1st May 2019 £	Income £	Expenditure £	At 30th April 2020 £
BDCA-Bonny Downs Community Association	–	7,443	(7,443)	–
Oxfordshire Hospital School	–	5,027	(4,397)	630
YMCA	233	–	(233)	–
The Hill	1,083	–	(764)	319
Kamuli	12,780	–	(12,065)	715
Vocal Band - CDC	624	–	(624)	–
National Citizen Service	–	4,603	(4,603)	–
Upbeat	8,241	20,483	(4,349)	24,375
Vocal Band - Sanctuary	2,460	616	(2,761)	315
Kampala 10yt film & evaluation	–	2,000	(368)	1,632
Glory Farm Primary School	–	2,248	(2,248)	–
Music United	–	21,829	(2,160)	19,669
North Oxfordshire Academy	–	2,397	(397)	2,000
Peace Project Burundi	–	9,248	(9,248)	–
	<u>25,421</u>	<u>75,894</u>	<u>(51,660)</u>	<u>49,655</u>

	At 1st May 2018 £	Income £	Expenditure £	At 30th April 2019 £
BDCA-Bonny Downs Community Association	–	–	–	–
Crane	–	2,194	(2,194)	–
Vocal Planet	946	–	(946)	–
Oxfordshire Hospital School	4,437	3,181	(7,618)	–
YMCA	271	–	(38)	233
The Hill	2,020	254	(1,191)	1,083

Community Albums

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30th April 2020

12. Analysis of charitable funds *(continued)*

Banbury Foyer	4,113	—	(4,113)	—
Banbury Hub YHP	4,113	137	(4,250)	—
SA Zimbabwe	2,278	—	(2,278)	—
Kamuli	1,125	11,655	—	12,780
Barnardos	873	—	(873)	—
Vocal Band - CDC	884	3,569	(3,829)	624
Deaf Cam HS	—	2,310	(2,310)	—
National Citizen Service	—	3,028	(3,028)	—
Upbeat	—	8,241	—	8,241
Vocal Band - Sanctuary	—	2,460	—	2,460
Kampala 10yt film & evaluation	—	—	—	—
Glory Farm Primary School	—	—	—	—
Music United	—	—	—	—
North Oxfordshire Academy	—	—	—	—
Peace Project Burundi	—	—	—	—
	<u>21,060</u>	<u>37,029</u>	<u>(32,668)</u>	<u>25,421</u>

13. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	6,738	49,655	56,393
Creditors less than 1 year	(1,821)	—	(1,821)
Net assets	<u>4,917</u>	<u>49,655</u>	<u>54,572</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current assets	5,816	25,421	31,237
Creditors less than 1 year	(1,075)	—	(1,075)
Net assets	<u>4,741</u>	<u>25,421</u>	<u>30,162</u>

14. Analysis of changes in net debt

	At 1 May 2019 £	Cash flows £	At 30 Apr 2020 £
Cash at bank and in hand	<u>31,237</u>	<u>25,156</u>	<u>56,393</u>

Community Albums
Company Limited by Guarantee
Management Information
Year ended 30th April 2020

The following pages do not form part of the financial statements.

Community Albums

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 30th April 2020

	2020 £	2019 £
Income and endowments		
Donations and legacies		
Donations	<u>97,702</u>	<u>55,429</u>
Total income	<u>97,702</u>	<u>55,429</u>
Expenditure		
Expenditure on charitable activities		
Wages and salaries	54,807	29,869
Insurance	497	633
Motor and travel costs	7,002	3,330
Legal and professional fees	2,019	13,390
Other office costs	476	298
Software and Media	7,057	1,742
Sundry Expenses	<u>1,434</u>	<u>1,434</u>
	<u>73,292</u>	<u>50,696</u>
Total expenditure	<u>73,292</u>	<u>50,696</u>
Net income	<u>24,410</u>	<u>4,733</u>

