

Company Registration Number: 4602033
Registered Charity Number: 1097561

PIE FACTORY MUSIC
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
5 APRIL 2016



LEVICKS
Chartered Accountants and Business Advisers

PIE FACTORY MUSIC

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2016

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 2016. The trustees have adopted the provisions of the Charities SORP (FRS 102). The charity is a public benefit entity.

Trustees

Mr B Spencer-Smith (Chairman)
Ms P Agnew (resigned 12 May 2015)
Ms C Clark
Mr K Crace (resigned 18 September 2015)
Ms S Harris
Mr J Lane (appointed 10 November 2015)

Secretary

Mrs C O'Reilly

Independent examiner

Levicks
Chartered Accountants and Business Advisers
3 Lloyd Road
Broadstairs
Kent
CT10 1HY

Registered office

Ramsgate Youth Centre
High Street
St. Lawrence
Ramsgate
Kent
CT11 0QG

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

ON BEHALF OF THE BOARD

.....
B Spencer-Smith

Date 13 October 2016

PIE FACTORY MUSIC

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF PIE FACTORY MUSIC

Independent examiners' report to the Trustees

I report on the accounts of the Trust for the year ended 5th April 2016, which are set out on pages 3 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5) (b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
- to keep accounting records in accordance with s130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michael Collier ACA
Chartered Accountants and Business Advisers

Levicks
3 Lloyd Road
Broadstairs
Kent
CT10 1HY

PIE FACTORY MUSIC

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 5 APRIL 2016

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2016 Total Funds £ | 2015 Total Funds £ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| INCOMING RESOURCES | | | | | |
| Incoming resources from generated funds | | | | | |
| Voluntary income | | 28,105 | 120,522 | <u>148,627</u> | <u>171,112</u> |
| RESOURCES EXPENDED | | | | | |
| Charitable activities | | | | | |
| Cost of activities in furtherance of the charities objects | | 51,248 | 96,948 | 148,196 | 159,983 |
| Governance costs | | <u>1,492</u> | <u>-</u> | <u>1,492</u> | <u>2,063</u> |
| Total resources expended | | <u>52,740</u> | <u>96,948</u> | <u>149,688</u> | <u>162,046</u> |
| NET INCOMING RESOURCES BEFORE TRANSFERS | | | | | |
| | | (24,635) | 23,574 | (1,061) | 9,066 |
| Gross transfers between funds | 7 | <u>29,869</u> | <u>(29,869)</u> | <u>-</u> | <u>-</u> |
| Net incoming/(outgoing) resources | | 5,234 | (6,295) | (1,061) | 9,066 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | <u>87,335</u> | <u>29,065</u> | <u>116,400</u> | <u>107,334</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u>92,569</u> | <u>22,770</u> | <u>115,339</u> | <u>116,400</u> |

PIE FACTORY MUSIC

BALANCE SHEET AT 5 APRIL 2016

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2016 Total Funds £ | 2015 Total Funds £ |
|--|-------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 4 | 5,751 | - | 5,751 | 9,239 |
| CURRENT ASSETS | | | | | |
| Debtors | 5 | 2,214 | 2,782 | 4,996 | 19,980 |
| Cash at bank and in hand | | 86,414 | 19,988 | 106,402 | 89,988 |
| | | <u>88,628</u> | <u>22,770</u> | <u>111,398</u> | <u>109,968</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 6 | (1,810) | - | (1,810) | (2,807) |
| NET CURRENT ASSETS | | <u>86,818</u> | <u>22,770</u> | <u>109,588</u> | <u>107,161</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>92,569</u> | <u>22,770</u> | <u>115,339</u> | <u>116,400</u> |
| FUNDS | 7 | | | | |
| Unrestricted funds | | | | 92,569 | 87,335 |
| Restricted funds | | | | <u>22,770</u> | <u>29,065</u> |
| TOTAL FUNDS | | | | <u>115,339</u> | <u>116,400</u> |

The charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:-

Ensuring that the charitable company keeps proper accounting records which comply with sections 386 and 387 of the Act, and

Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its Surplus or Deficiency for the financial year in accordance with the requirements of section 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard 102.

These financial statements were approved by the Board of Trustees on 13 October 2016 and are signed on their behalf by:

B Spencer-Smith

PIE FACTORY MUSIC

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2016

1. ACCOUNTING POLICIES

Basis of Accounting

The Financial Statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (FRS 102).

Turnover

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Depreciation

Depreciation is calculated so as to write off the cost of an Asset, less its estimated residual value, over the useful economic life of that asset as follows:-

| | |
|--------------------|-----------------------|
| Equipment | -25% on cost |
| Computer equipment | -25% on cost |
| Motor vehicles | -25% reducing balance |

Taxation

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

2. OPERATING SURPLUS/DEFICIT

Operating surplus/deficit is stated after charging:-

| | <u>2016</u> | <u>2015</u> |
|------------------------------|--------------|--------------|
| | <u>£</u> | <u>£</u> |
| Depreciation on Owned Assets | <u>4,890</u> | <u>7,022</u> |

3. TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 5 April 2016 nor for the year ended 5 April 2015.

There were no trustees' expenses paid for the year ended 5 April 2016 nor for the year ended 5 April 2015.

PIE FACTORY MUSIC

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED YEAR ENDED 5 APRIL 2016

4. TANGIBLE FIXED ASSETS

| | <u>Equipment</u> | <u>Motor vehicles</u> | <u>Computer equipment</u> | <u>Totals</u> |
|------------------------------|------------------|---------------------------|-------------------------------|----------------|
| | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| <u>COST</u> | | | | |
| At 6 April 2015 | 81,891 | 19,564 | 17,295 | 118,750 |
| Additions | 1,149 | | 253 | 1,402 |
| At 5 April 2016 | <u>83,040</u> | <u>19,564</u> | <u>17,548</u> | <u>120,152</u> |
| <u>DEPRECIATION</u> | | | | |
| At 6 April 2015 | 77,028 | 17,115 | 15,368 | 109,511 |
| Charge for the year | 3,381 | 612 | 897 | 4,890 |
| At 5 April 2016 | <u>80,409</u> | <u>17,727</u> | <u>16,265</u> | <u>114,401</u> |
| <u>NET BOOK VALUE</u> | | | | |
| At 5 April 2016 | <u>2,631</u> | <u>1,837</u> | <u>1,283</u> | <u>5,751</u> |
| At 5 April 2015 | <u>4,863</u> | <u>2,449</u> | <u>1,927</u> | <u>9,239</u> |

5. DEBTORS: Amounts falling due within one year

| | <u>2016</u> | <u>2015</u> |
|---------------|--------------|---------------|
| | <u>£</u> | <u>£</u> |
| Trade debtors | 3,242 | 19,195 |
| Other debtors | 1,754 | 785 |
| | <u>4,996</u> | <u>19,980</u> |

6. CREDITORS

| | <u>2016</u> | <u>2015</u> |
|------------------|--------------|--------------|
| | <u>£</u> | <u>£</u> |
| Trade creditors | 250 | - |
| Accrued expenses | 1,560 | 1,800 |
| PAYE | - | 1,007 |
| | <u>1,810</u> | <u>2,807</u> |

PIE FACTORY MUSIC

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED YEAR ENDED 5 APRIL 2016

7. MOVEMENT IN FUNDS

| | At 6.4.15 | Net movement In funds | Transfer Between funds | At 5.4.16 |
|----------------------------|----------------|--------------------------|------------------------------|----------------|
| | £ | £ | £ | £ |
| Unrestricted funds | | | | |
| General fund | 71,365 | (34,410) | 29,869 | 66,824 |
| Studio | 225 | (225) | - | - |
| Salary reserve | 15,745 | 10,000 | - | 25,745 |
| | <u>87,335</u> | <u>(24,635)</u> | <u>29,869</u> | <u>92,569</u> |
| Restricted funds | | | | |
| Artwork | 487 | (159) | (328) | - |
| Combined Members | - | 110 | (110) | - |
| Connexions | 25 | (25) | - | - |
| Dover Big Local | - | 2,200 | - | 2,200 |
| Giving Back | - | 1,754 | (500) | 1,254 |
| House Project | 4,004 | (3,593) | (411) | - |
| KCC Arts and Culture | - | 2,000 | - | 2,000 |
| KCC Pay it Forward | - | 192 | (192) | - |
| KCC Street Team | 416 | (208) | (208) | - |
| KCC YS Contract | - | 17,397 | (17,397) | - |
| Kent Community Fund | - | 3,240 | (540) | 2,700 |
| North Music Trust | 728 | (456) | (272) | - |
| Roger de Haan | - | 2,000 | - | 2,000 |
| Santander | - | 4,100 | - | 4,100 |
| Sportivate | 1,663 | (290) | (1,373) | - |
| TDC Outreach Programme | - | 3,019 | (1,972) | 1,047 |
| Thanet Works Project Fund | 116 | (116) | - | - |
| The Avanti Project | - | 6,259 | (6,259) | - |
| Turner Contemporary | 371 | (349) | (22) | - |
| YM Sing Up | 10 | (10) | - | - |
| YM Vocal Babies | 20,316 | (12,847) | - | 7,469 |
| Youth Music | 600 | (521) | (79) | - |
| Youth Music Open Programme | 329 | (123) | (206) | - |
| | <u>29,065</u> | <u>23,574</u> | <u>(29,869)</u> | <u>22,770</u> |
| TOTAL FUNDS | <u>116,400</u> | <u>(1,061)</u> | <u>0</u> | <u>115,339</u> |

PIE FACTORY MUSIC

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED FOR THE YEAR ENDED 5 APRIL 2016

7. MOVEMENT IN FUNDS - continued

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

| | Incoming Resources £ | Resources Expended £ | Movement in Funds £ |
|----------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 27,745 | 52,740 | (24,995) |
| Studio | 360 | - | 360 |
| | <u>28,105</u> | <u>52,740</u> | <u>(24,635)</u> |
| Restricted funds | | | |
| Artswork | - | 159 | (159) |
| Combined Members | 1,000 | 890 | 110 |
| Connexions | - | 25 | (25) |
| Dover Big Local | 2,200 | - | 2,200 |
| Giving Back | 2,150 | 396 | 1,754 |
| House Project | - | 3,593 | (3,593) |
| KCC Arts and Culture | 2,000 | - | 2,000 |
| KCC Pay it Forward | 1,000 | 808 | 192 |
| KCC Street Team | - | 208 | (208) |
| KCC YS Contract | 86,312 | 68,915 | 17,397 |
| Kent Community Fund | 7,410 | 4,170 | 3,240 |
| North Music Trust | - | 456 | (456) |
| Roger de Haan | 2,000 | - | 2,000 |
| Santander | 5,000 | 900 | 4,100 |
| Sportivate | - | 290 | (290) |
| TDC Outreach Programme | 4,146 | 1,127 | 3,019 |
| Thanet Works Project Fund | - | 116 | (116) |
| The Avanti Project | 7,304 | 1,045 | 6,259 |
| Turner Contemporary | - | 349 | (349) |
| YM Sing Up | - | 10 | (10) |
| YM Vocal Babies | - | 12,847 | (12,847) |
| Youth Music | - | 521 | (521) |
| Youth Music Open Programme | - | 123 | (123) |
| | <u>120,522</u> | <u>96,948</u> | <u>23,574</u> |
| TOTAL FUNDS | <u>148,627</u> | <u>149,688</u> | <u>(1,061)</u> |

PIE FACTORY MUSIC

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 5 APRIL 2016

| | 2016 £ | 2015 £ |
|---------------------------------|----------------|----------------|
| INCOMING RESOURCES | | |
| Voluntary Income | | |
| Donations | 27,745 | 32,698 |
| Grants | 120,522 | 138,189 |
| Studio Income | 360 | 225 |
| Total incoming resources | <u>148,627</u> | <u>171,112</u> |
| RESOURCES EXPENDED | | |
| Charitable activities | | |
| Wages | 100,897 | 61,677 |
| Project costs | 24,698 | 75,992 |
| Rates & water | 2,369 | 1,875 |
| Light & heat | 6,118 | 5,941 |
| Repairs to property | 3,530 | 1,415 |
| Telephone | 1,480 | 1,803 |
| Postage & stationery | 6 | 34 |
| Travelling | 52 | 57 |
| Licences & insurance | 3,396 | 3,606 |
| Cleaning | - | - |
| Sundry | 700 | 561 |
| Training | 60 | - |
| | <u>143,306</u> | <u>152,961</u> |
| Depreciation | | |
| Plant & machinery | 3,381 | 4,114 |
| Motor vehicles | 612 | 816 |
| Computer equipment | 897 | 2,092 |
| | <u>4,890</u> | <u>7,022</u> |
| Governance costs | | |
| Accountancy | 1,260 | 1,784 |
| Bank charges | 232 | 279 |
| | <u>1,492</u> | <u>2,063</u> |
| Total resources expended | <u>149,688</u> | <u>162,046</u> |
| Net income | <u>(1,061)</u> | <u>9,066</u> |



Trustees Annual Report

April 2015 –
March 2016

Registered Address:

Ramsgate Youth Centre
High Street, St Lawrence
RAMSGATE
Kent CT11 0QG

Tel: 01843 596777 / 596998

Email: info@piefactorymusic.com

www.piefactorymusic.com

Registered Charity No. 1097561

Company Limited by Guarantee No. 4602033

TRUSTEES TO THE CHARITY

| | | |
|------------------------------|---|---|
| Kevin Crace | : | appointed 17 th November 2006, resigned 18 th September 2015 |
| Petra Agnew (Chair) | : | appointed 10 th March 2011, resigned 12 th May 2015 |
| Sallyann Harris | : | appointed 22 nd March 2011 |
| Christina Clark, nee McQuaid | : | appointed 26 th September 2012 |
| Brian Spencer-Smith | : | appointed 29 th October 2012, Chair as @ 13 th July 2015 |
| John Lane | : | appointed 10 th November 2015 |

Company Secretary :

| | | |
|-------------------|---|--|
| Caroline O'Reilly | : | appointed 27 th November 2002 |
|-------------------|---|--|

Senior Management Team

| | | |
|-------------------|---|------------------------------|
| Steph Dickinson | : | Managing Director |
| Caroline O'Reilly | : | Finance & Operations Manager |

PIE FACTORY MUSIC TRUSTEES ANNUAL REPORT : APRIL 2015 – MARCH 2016

HISTORY

Youth Music initially awarded Thanet a grant of £316,000 in 2000 for a three-year project to bring music to the young people of Thanet under their Action Zone scheme. Thanet Youth Music Action Zone was created and the programme began in 2001.

A condition of this funding as set out by Youth Music was to make the Zone a sustainable project and, to this end, in November 2002 Thanet Youth Music Action Zone became Pie Factory Music, a registered charity and company limited by guarantee.

As a result, Pie Factory Music has been able to source further funding enabling the organisation to extend its programme to a wider age group demographic and further areas across East Kent, whilst carrying on the Action Zone project within the overall programme until such time as the Action Zone project was deactivated by Youth Music. From this time, Pie Factory Music has continued to provide free music opportunities to young people via alternative sources of funding.

PIE FACTORY MUSIC SUMMARY

Pie Factory Music is an East Kent organisation set up to create a better cultural and social environment and a higher quality of life through free music and related arts workshops primarily but not exclusively for young people, with a focus on the deprived and disadvantaged wards. The work has already brought enormous benefit to the East Kent region, as our remit is one of social integration, personal development and regeneration through music, not just the pursuance of music as an art form in itself.

Music is a superb tool for motivation, inclusion, health and play. PFM uses this tool effectively through fun/taster days, workshop programmes, events, dvd, video and audio recordings. This work consistently raises levels of self-worth and confidence. For those young people who want to take their experience with us further, PFM works with youth and statutory organisations to provide educational and vocational pathways.

In the early 2000's, Thanet District Council was a 'failing' council. The Audit Commission Corporate Assessment June 2006 report states that the council has improved to adequate performance – scoring 2 across the board of assessment scores which equates to "at only minimum requirements".

The following information was taken from the Integrated Youth Services Community Profile and Local Needs Analysis, updated in February 2015.

The District of Thanet has a 13-19 population of **12,200** young people placing it fourth in the county for this age group, the area has a further **12,000** young people between the ages of 11-25.

Headlines:

- Thanet has the 2nd Highest Children's Wellbeing Index score of 12 districts in Kent
- Thanet is 1st out of the 12 districts of Kent on the National Indices of Deprivation
- Thanet has the 6th largest number of BME residents in Kent
- 2% of secondary school children have SEN
- 10.1% of 16-18 year olds were either NEET or "Not known"

The Children's Wellbeing Index (which indicates the quality of childhoods as they are lived) score for Thanet is **176.3**, which places it **267th** (out of 354) In the UK. (Higher Score = lower potential outcomes for young people)

On National Indices of Deprivation, Thanet has risen from **65th** in 2007 to **49th** in 2010 this indicates it's become more deprived than other areas in England.

7.2% of all residents are from BME communities (Kent's average is **7.9%** and England's average is **12.5%**)

5% of young people aged 0-24 in Thanet claim DLA **2%** of secondary school children have a statement a further **27.8%** have additional needs but no statement. From this it is possible to estimate that around 3500 young people could benefit from additional support through youth provision.

February 2011 – **7.5%** of 16-18 year olds were not in Employment, Education or Training (NEET) whilst a further **2.62%** were "Not Known".

The under 18 conception rate for 2007/09 was **51** per 1000; the target rate for 2009/11 is **29.6**.

179 Young people were First Time Entrants to the Youth Justice System in 2010 down from **226** in 2009.

There are **470** Looked After Children in Thanet borough **over 220** of which are other LA children placed in Kent.

The Thanet Youth Strategy Action Plan 2011/12 has 23 aims under the headings of: Poverty; Resilience & Health; Parenting; Housing; Vulnerable children; Things to do; Engagement & Achievement and Safety.

AIMS & OBJECTIVES

- To encourage self worth, raise the expectations and confidence of the children and young people of Thanet and East Kent
- To create a safe environment for experimentation, exploration and the enjoyment of music making

- To provide a centre in which activities can be focused and from where activities can go out

Pie Factory Music was also successful in being commissioned by Kent County Council to run and operate the Ramsgate Youth Centre and youth provision for a 3-year period in 2013. This financial year saw the second full year of that commission take place and enabled Pie Factory Music to further expand its area of experience and expertise and also to provide a cohesive centre for opportunities for young people, incorporating and utilising both the youth service provision alongside the music workshop programme.

ACHIEVEMENTS

Strategic : We are into our third year of the commission by KCC to operate Ramsgate Youth Centre and run the youth provision from the Centre and were granted a 3 month extension to continue the service. We have been able to learn much from the previous full year and have succeeded in providing an extensive programme for young people via the centre.

The structure within the organisation has strengthened this year with the managerial roles becoming clearer and more confident throughout the year. The Programme Co-ordinators role has also developed during this financial year and still remains a vital link between the office and evening youth work team & volunteers.

There have been 2 resignations from the Board of Trustees and we have been successful in recruiting a new member to the Board with a background in teaching and also marketing. We remain vigilant in sourcing new Board members.

Projects : During the course of the year we have offered young people continued opportunities to grow in confidence, skills and creativity. Examples of the project diversity are demonstrated below:

- Give Back :** this was a project funded by Orbit Housing and Southern Housing Group to provide 4 specific events, led by young people. This financial year saw 3 of the 4 events completed – Battle of Sound, Art Exhibition, Community Banquet. Each event was highly successful. The final event, an inclusive sports event, will take place during 2016/17.



For the Community Banquet, young people developed skills in multiple areas, including sourcing an affordable and healthy menu offering a 3 course meal, cooking, serving and presentation. They also created a booklet of simple and

healthy recipes, which is downloadable from our website.

For the Art Exhibition, the young people came up with a seaside theme and created a multitude of artwork which was displayed on and around pallets. With candy floss, rock and a live band for entertainment, the young people created a fantastic evening and atmosphere in the centre.



The Battle of Sound saw 9 bands and various artists battling it out to family, friends and a panel of judges including professionals from Gulbenkian Theatre, Ravensgate Arms & Ramsgate Music Hall. Skills gained included performance skills, confidence building, an understanding of how gigs work in terms of setting up, sound checks, waiting for their performance slot and packing down.



CREATE

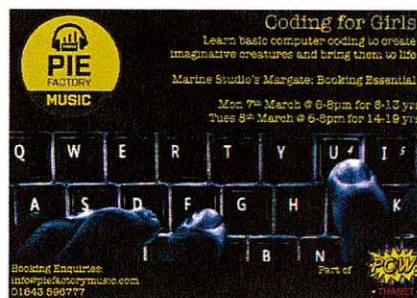
Summer School for music, dance and art

- b) **Create Summer School** : this was a project of creativity for young people aged 5 – 11 years. Each day had a different film focus and the young people worked on artwork, dance, music & technology to produce an end of day performance for family members. The week was set up that the children could attend for just a day, multiple days or the whole week. At the end of the week, a bigger performance of skills learned during the week was enjoyed by parents, carers and siblings. Everyone received a trophy and certificate for their hard work.
- c) **Combined Members Grant** : this was to support the production of a Winter Fayre for looked after children. The event consisted of various activities and stalls for carers, their families and looked after children to enjoy in a relaxed atmosphere.
- d) **Pay it forward** : this project was to work with young people on a carnival piece of art work – a giant seagull to be walked around Margate and Turner Contemporary as part of the Pow! Women's International Week celebrations. The seagull, named Bob, was also used during the Give Back Art Exhibition.
- e) **Sportivate** : this project worked with our dedicated disability group, Funky Fridays, to encourage an introduction and continuing participation in sport.
- f) **TDC Outreach** : we were approached by Thanet District Council and Kent Police to run outreach workshops with the purpose of engaging those young people at risk of getting into trouble through criminal actions or being coerced into joining gangs. Staff took music and sports equipment and portable bbq's to targeted areas of higher levels of criminality as directed by Kent Police.
- g) **Avanti project** : this was a project that created a dance company from young people aged 16-25 years. PFM's involvement was as a venue and to cater for the company and staff throughout the 8 week project. The company trained 5 days a week for the duration of the course to produce and perform a new contemporary dance piece at Quarterhouse, Folkestone. The performance was incredibly powerful and moving and all the young



people who took part achieved so much. The project was such a success that we decided to source funding to create a new dance company and run the project for a year.

- h) **Finland** : we had an exchange trip for staff members between Ramsgate & Finland youth clubs to find out how the two countries differ in their approach to youth work and with a view to orchestrating an exchange with young people for 2016/17 financial year. The exchange was very insightful and funding was secured to ensure that young people would be able to benefit next year.
- i) **POW! International Women's Week** : as part of POW! International Women's week we ran 2 nights of an all girls coding workshop for 8 - 19 years. During the sessions, the girls learnt to use coding to create animations which were then used for a final performance at The Resort, Cliftonville alongside an all female choir under the leadership of Emily Peasgood. Bob the Seagull made a special appearance at the event, being walked from Turner Contemporary to The Resort.
- j) **Vocal Babies** : we have been funded by Youth Music for a 2 year project to deliver Vocal Babies and Toddlers sessions, partnering with local Children's Centres, as well as training parents/carers, early years practitioners and professionals in how to run their own version of Vocal Babies. The project will finish in 2016/17 financial year and has, to date, proven to be very successful with both elements of the project on target to exceed projected outcomes.



Performances

Our young people have had a variety of performance opportunities both within the workshop setting and outside, including:

- Voice Box Juniors @ Community Choir, Winter Gardens, Margate
- Battle of Sound : 9 separate bands and performers battled it out @ Ramsgate Youth Centre, Ramsgate
- Avanti Dance Company @ Quarterhouse, Folkestone

Workshop Programme & Youth Club Sessions

In total, we ran **255** music workshops and **412** youth club sessions covering a wide range of genres, including:

| | | |
|------------------|----------------------|---------------------------|
| Vocal Techniques | Song & Lyric Writing | Music Technology & MC-ing |
| Peer Leadership | Trainee Programmes | Accreditation |
| Cookery | Hip Hop Sessions | Performance & Band Skills |

| | | |
|--|---------------|---------------------------|
| Recording & Music Production | | Triggers & Conductive Ink |
| Makaton friendly introduction to music for early years | | |
| Vocal Babies training for early years practitioners & parents/carers | | |
| Healthy Eating | Gardening | Photography |
| Fashion & Design | First Aid | Sports |
| Various Trips | Arts & Crafts | Arts Awards |

We saw a total of **2,681** music workshop spaces and **3,612** youth club spaces being taken up during this financial year.

Relationships and opportunities piloted during the last financial year with Pupil Referral Units (PRU) were built on and strengthened. Being based in the Youth Centre has enabled us to further strengthen our relationships with the Youth Offending Team, Sexual Health Clinic and Young Healthy Minds, offering space within the venue to operate their services. This was extended when we were approached by Warm Stone to provide a venue for their PRU on a long-term basis and subsequently CXK with their Elevate programme.

During this financial year we were approached by a group, CAP, who were originally based at the Royal School for Deaf, Margate. After this institution's closure, many people found themselves without the support network they relied upon and we were able to offer space to CAP for an interim period so they could carry on their support group for adults with varying disabilities.

Skillnet Group have continued to use our facility and some of the equipment to run their sessions for adults with disabilities.

New relationships have been built up with Kent Foster Carers Association which we intend to build upon and extend in the future.

Accreditations & Recorded Outcomes

An accreditation is where a young person completes an activity or course which gains them a certificate or qualification, which is nationally recognised. A recorded outcome is where there has been a positive change in behaviour, attitude or skills.

We have had 67 young people gain accredited outcomes and 9,007 recorded outcomes across our regular youth work programme.

In addition to this, we worked with 90 young people who achieved 90 Discover Arts Awards and 9 young people who achieved 9 Bronze Arts Awards this year through our music provision.

Trainees

Young people were offered positions as trainees within our music workshops in a continued effort to encourage and develop those that are interested in a career in music and/or music delivery and have demonstrated the passion and creativity necessary to become a workshop tutor in their own right.

The successful candidates worked alongside experienced tutors, gaining valuable experience and confidence to take forward into their working lives. Skills learned included being able to lead a group in warm up, leading sessions, working individually with other young people in a monitored environment, performing, planning and administration. At the same time, the trainees have improved their own musical skills and have gained confidence throughout the year, performing in their own right at local small gigs and events.

The trainees have gained the trust and respect of the young people they work with, as well as that of the workshop tutors.

Volunteers & Mentoring

Through the youth centre PFM has been able to engage with young people and provide a volunteer programme within the youth club. 5 young people accessed the provision consistently during this financial year and were given specific responsibilities within the youth club in order to gain confidence and transferable skills for future employment.

We have also run a successful music project during this financial year where we trained 15 young people from secondary schools in East Kent to mentor young people in primary schools in their respective area.

The young mentors worked with the primary school children on music projects, walking them through their musical journey so that each primary school group were able to perform to the rest of their school, teachers, parents and friends.

Partnerships

PFM has partnered and worked with various organisations across the county. Some of these partnerships were the result of funding requirements, some because PFM's services were bought in specifically and some were the result of continuation of existing working relationships.

Each partnership has either been influential in or resulted in a young person's progress through their own journey, be it music, growing in confidence, overcoming challenging issues or raising levels of self-esteem.

Partners have included:

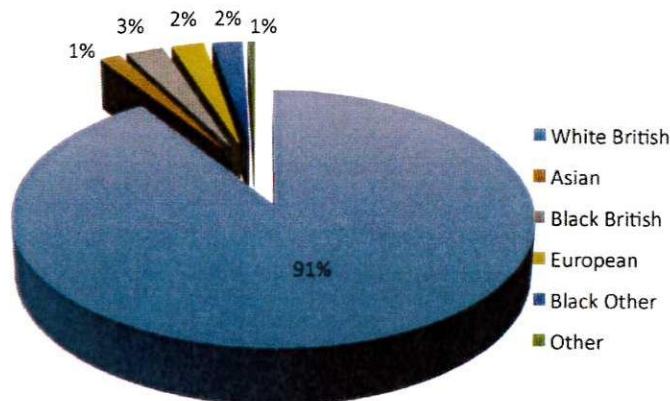
- Various SureStart provisions : Vocal Babies
- Soundhub : music workshops

- Various PRUs : workshops, 1:1 referrals & venue hire
- Various signposting agencies : 1:1 referrals
- KCC re; HOUSE project and youth service agreement
- Charlton Athletic : venue hire
- Skillnet : venue hire
- Project 15 : venue hire & 1:1 referrals
- Young Healthy Minds : venue hire
- Warm Stone : venue hire
- Sexual Health Clinic : venue hire
- Turner Contemporary : project
- Public Health – HOUSE project
- Artword – partnership project work
- Kent Foster Carers Association : winter fayre project
- CXK Elevate Programme
- Gulbenkian Theatre : youth opportunities
- ART31 : mentoring, training & youth opportunities
- Orbit Housing Association : Give Back project
- Southern Housing : Give Back project
- Kent Community Fund : Looked after children's project
- Avanti : Dance project
- Combined Members Grant : Winter Fayre for foster carers & families
- Motiv8 Sports : Sportivate project

STATISTICS

Pie Factory Music gathers statistical information in 2 ways – internal data collection for music workshops and Kent County Council's QES system for Youth Club activities. Figures for the music workshops are calculated cumulatively whilst qualitative data is collated at each workshop undertaken.

Ethnicity



The data collated about the ethnicity of the young people PFM works with hasn't significantly changed for several years. Although the ethnic minorities are increasing in Thanet, the relative breakdowns have remained fairly consistent.

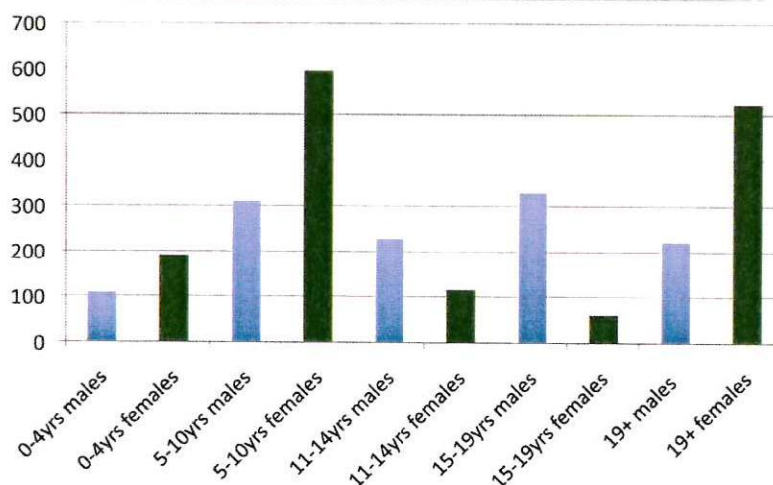
Estimated resident population by ethnic group and sex, mid-2009 (experimental statistics) demonstrates BME to be approximately 16% of the

population

[www.ons.gov.uk/ons/taxonomy/index.html?nscl=Population+Estimates+by+Ethnic+Group, Office for National Statistics, Population estimates by ethnic group 25/11/11]

"Thanet has a population of 132,300 which is the fourth most populated district in Kent, with the second highest population density [...] if we had 100 people to reflect the make-up of the district 11 would be from black and ethnic minority groups" [Thanet District Council's Corporate Plan 2012-2016]

Age Range



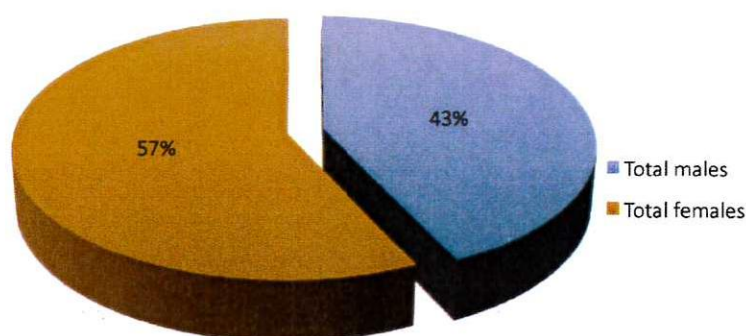
The age ranges and attendances for each age range are shown here.

The chart clearly demonstrates that girls aged 5-10 are the most prevalent. This is the result of Voice Box Juniors which is predominantly female.

The 19+ aged females show an increase from the previous year, which is the result of Vocal Babies and the Vocal Babies training sessions. This has been the first year we have counted the parents, carers and trainees in our figures.

15-19 yrs males will be a direct result of Live Room and Band Factory, both projects are male-dominated. PFM strives to make all projects as equal as possible within the realms of the workshops. However, some genres of music are genre dominated and historically PFM has seen very little change in this.

Gender Breakdown



Statistics have shown that we have reached and worked with an almost even split of males and females. Although separate projects, workshops, youth club sessions can vary greatly on gender, the amalgamated results are fairly even across the spectrum.

For example, Live Room will be predominantly male, whereas Voice Box Junior will be predominantly female.

Where there is a vast difference in an individual project, Pie Factory Music will endeavour to raise awareness and specifically target young people from the minority gender, for example we host an all-female boxing class at the youth club.

FINANCIAL REVIEW

During this financial year, we incurred a 10% reduction in funding from KCC. This resulted in a change to our youth service delivery. However, we were able to obtain sufficient funding to make up the difference to protect our staff and the service provision itself.

The 3 year contract from KCC to run and operate the youth centre and provide the youth provision for Ramsgate has been extended during this financial year and will carry through to 2016/17 financial year. This has enabled us to continue to provide a valuable service to the young people of Ramsgate primarily and Thanet as a whole.

We secured substantial funding in addition to the KCC commission throughout the year to provide a wide variety of creative opportunities for young people. These are listed below.

- **KCC YS Contract** : £86,311.79 : Originally 3 year contract running from January 2013 - September 2016, with a 3 month extension granted in March 2014 to take the contract to March 2016 with a 10% reduction in funding. Further extension to the end of August 2016. Restricted to running Concorde Youth Centre, Ramsgate and offering youth club services alongside our own music workshops. £35,962.97 due to be received as final payment for current extended contract.
- **Youth Music Vocal Babies** : £8,346.00 : 2 year project running Vocal Babies sessions for parents/carers & babies aged 3mth-24mths as well as training courses, with Makaton accreditation, to expand the Vocal Babies ethos and legacy.
- **KCC House Project** : £3,326.56 : Balance brought forward from 2014/15 re; invoiced for branding and setting up our recording studio to support the provision of HOUSE Café @ Concorde Youth Centre for young people to access specialised services
- **Giving Back** : £2,150.00 : £1,750 grant from Orbit Housing & £750 grant (£400 1st payment, £350 final payment) from Southern Housing Group to provide 4 specific events to include young people and families in their catchment areas.
- **Kent Community Fund** : £7,410.00 : Grant restricted to working with looked after children via 1:1 referral sessions and concentrated projects. Working with 7-19 year olds.
- **Pay It Forward, KCC** : £1,000.00 : Grant restricted to a creative carnival project for young people.
- **Thanet District Council** : £4,146.00 : Invoiced for a project restricted to outreach work in Thanet, engaging young people in areas at higher risk of trouble as identified by Kent Police.
- **Santander Foundation** : £5,000.00 : Grant awarded to fund a year long contemporary dance project for young people aged 16-25, to include 2 performances. Project crosses into 2016/17 financial year.

- **The Avanti Project** : £7,304.00 : Invoice for a project restricted to offering a unique contemporary dance company opportunity with performance to young people who are disadvantaged in some way, aged 16-25.
- **Combined Members Grant** : £1,000.00 : Grant restricted to the support of a Winter Fayre for looked after children.
- **Sportivate** : £987.00 : Final payment of a grant restricted to working with young people aged 11-25 (with disabilities) to encourage introduction and continuing participation with sport.
- **Studio Income** : £360.00 received from artists using the Assembly Line Studio outside of the PFM programme of events. No restrictions on funding.
- **Smaller Invoiced for Projects** : £6,164.20 : various smaller projects of varying lengths.

Any monies in the drawn up accounts showing as surplus are due to awarded funds restricted for specific workshops and/or programmes of workshops that have received funding but have not yet been completed, and PFM's Reserves Policy and are therefore not profit.

Any monies made during the course of the financial year from invoiced for projects, studio income and equipment/venue hire are ploughed back into the programme of events, core costs, repairs, etc.

1. Reserves Policy

Introduction

Pie Factory Music operates a Reserves Policy which is a designated figure for the sole purpose of supporting essential staff and building operations in the event of unforeseen difficulties. The monies for the Reserves Policy have been built up since 2002 from surplus income and are not grant funded or restricted.

Current Policy

A formal policy on reserves was agreed at the Directors meeting held on 9th May 2006. It states:

The Trustees have set a reserves policy that requires:

- reserves be maintained at a level which ensures that Pie Factory Music organisation's core activity could continue during a period of unforeseen difficulty;
- a proportion of reserves are maintained in a readily realisable form.

Risk Management

The Trustees confirm that the major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to manage those risks.

Organisational Commitments

The level of the Reserves Policy will ensure that the main 3 members of salaried staff, i.e. management team and programme co-ordinator, will continue to be employed for a period of 3 months in order for those staff members to source funding to resume the organisations activities.

The level of the Reserves Policy will also cover the cost of 3 months rent, utilities and a small contingency in order to ensure that Pie Factory Music's headquarters are maintained whilst further funding is being sourced.

Current Reserves Level

The Trustees have agreed the level of £22,548.36 being suitable to mitigate against these risks. Reserves of £15,744.99 are set in place. The reduction in the level of reserves during this financial period is due to an overspend of core costs during the previous financial period and efforts will be made to bring this figure up to the agreed level of £22,548.36.

Should the necessity arise, strategies to increase the level of reserves are in place and are outlined in the Management Risk Assessment.

The Reserve Policy will be reviewed annually to ensure that it is a true reflection of the level of commitment to ensure that Pie Factory Music will be able to maintain it's core activities in the event of any unforeseen difficulties.

PLANS FOR THE FUTURE

Pie Factory Music will continue:

- to source funding that permits full cost recovery
- to continue running and co-ordinating the youth service provision from Ramsgate Youth Centre until such time as the commission for that service has come to an end
- to be the named beneficiary of Piece of the Pie CIC, supplementing the existing programme by any profits attained
- to keep media informed of the workshop programme and youth centre provision
- to maintain an up to date website
- to explore the concept of sponsorship
- to expand on establishing itself across East Kent and to research & source further options in a bid to aid the sustainability of the charity
- to further develop and strengthen existing partnerships across East Kent

The new financial year will see a strong emphasis on publicity and press releases to raise awareness of Pie Factory Music Group and the new undertakings for 2016/17. This will include the revised music workshop programme as well as the youth club provision.

Conclusion

Pie Factory Music has had a successful year of workshop attendances and project outcomes. PFM continues to make strides towards becoming sustainable for the future in this unsettled economic climate, exploring various income generating options, thus fulfilling an original funding stipulation as set out by Youth Music.

PFM continues to be an integral part of the strategic planning of children and young people services in Thanet. We sit on a number of strategic boards, including the Children's Trust Board and Thanet Community Safety Partnership. These look at multi-agency approaches to reducing targets such as crime, anti-social behaviour, rubbish, health issues, etc. PFM

are Chairs of the Engaging Youth Forum, responsible for heading up and achieving some of these targets with the help of statutory and voluntary organizations.

PFM is dedicated to explore and examine possible options for the sustainability and the continuation of the programme and to progress and promote the charity to its fullest potential whilst continuing to support as many young people across East Kent as possible.

With continued support from the Trustees, the local Council and community members, Pie Factory Music can continue its growth and expansion in and across East Kent.

STRUCTURE, GOVERNANCE & MANAGEMENT

1. Governing Document

The organisation is a charitable company limited by guarantee, registered as a charity on 27th November 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up Trustees are required to contribute an amount not exceeding £1.

2. Recruitment & Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

3. Risk Management

The management committee has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre and programme of workshops.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The management committee is responsible for maintaining 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 statements comply with the Companies Act 1985. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

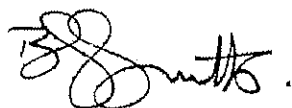
Members of the Management Committee

Members of the management committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by the Management Committee on 13th October 2016 and signed on it's behalf by:

A handwritten signature in black ink, appearing to read 'B. Spencer-Smith', followed by a period.

Brian Spencer-Smith
Chair