

Company Registration Number: 4602033
Registered Charity Number: 1097561

PIE FACTORY MUSIC
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
5 APRIL 2017

PIE FACTORY MUSIC

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2017

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 C Clark

Ms S Harris

Mr J Lane

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

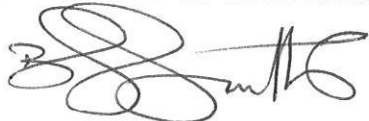
Governing document

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

15 Nov 17

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 2017, 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 part 16 of the Companies Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the Charities Act 2011 (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 s386 of the Companies Act 2006; 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.

Tracey Pearcy ACCA
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 2017

	Notes	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		23,747	190,497	<u>214,244</u>	<u>148,627</u>
RESOURCES EXPENDED					
Charitable activities					
Cost of activities in furtherance of the charities objects		32,312	139,627	171,939	148,196
Governance costs		<u>2,549</u>	<u>-</u>	<u>2,549</u>	<u>1,492</u>
Total resources expended		<u>34,861</u>	<u>139,627</u>	<u>174,488</u>	<u>149,688</u>
NET INCOMING RESOURCES BEFORE TRANSFERS					
		(11,114)	50,870	39,756	(1,061)
Gross transfers between funds	7	<u>20,307</u>	<u>(20,307)</u>	<u>-</u>	<u>-</u>
Net incoming/(outgoing) resources		9,193	30,563	39,756	(1,061)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>92,569</u>	<u>22,770</u>	<u>115,339</u>	<u>116,400</u>
TOTAL FUNDS CARRIED FORWARD		<u>101,762</u>	<u>53,333</u>	<u>155,095</u>	<u>115,339</u>

PIE FACTORY MUSIC

BALANCE SHEET AT 5 APRIL 2017

	Notes	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
FIXED ASSETS					
Tangible assets	4	3,372	-	3,372	5,751
CURRENT ASSETS					
Debtors	5	260	21,194	21,454	4,996
Cash at bank and in hand		100,710	32,139	132,849	106,402
		<u>100,970</u>	<u>53,333</u>	<u>154,303</u>	<u>111,398</u>
CREDITORS					
Amounts falling due within one year	6	(2,580)	-	(2,580)	(1,810)
NET CURRENT ASSETS		<u>98,390</u>	<u>53,333</u>	<u>151,723</u>	<u>109,588</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>101,762</u>	<u>53,333</u>	<u>155,095</u>	<u>115,339</u>
FUNDS	7				
Unrestricted funds				101,762	92,569
Restricted funds				<u>53,333</u>	<u>22,770</u>
TOTAL FUNDS				<u>155,095</u>	<u>115,339</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 03/10/17 and are signed on their behalf by:

B Spencer-Smith



PIE FACTORY MUSIC

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2017

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>2017</u>	<u>2016</u>
	<u>£</u>	<u>£</u>
Depreciation on Owned Assets	<u>2,730</u>	<u>4,890</u>

3. TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 5 April 2017 nor for the year ended 5 April 2016.

There were no trustees' expenses paid for the year ended 5 April 2017 nor for the year ended 5 April 2016.

PIE FACTORY MUSIC

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED YEAR ENDED 5 APRIL 2017

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 2016	83,040	19,564	17,548	120,152
Additions	351			351
At 5 April 2017	<u>83,391</u>	<u>19,564</u>	<u>17,548</u>	<u>120,503</u>
<u>DEPRECIATION</u>				
At 6 April 2016	80,409	17,727	16,265	114,401
Charge for the year	1,591	459	680	2,730
At 5 April 2017	<u>82,000</u>	<u>18,186</u>	<u>16,945</u>	<u>117,131</u>
<u>NET BOOK VALUE</u>				
At 5 April 2017	<u>1,391</u>	<u>1,378</u>	<u>603</u>	<u>3,372</u>
At 5 April 2016	<u>2,631</u>	<u>1,837</u>	<u>1,283</u>	<u>5,751</u>

5. DEBTORS: Amounts falling due within one year

	<u>2017</u>	<u>2016</u>
	<u>£</u>	<u>£</u>
Trade debtors	21,454	3,242
Other debtors		1,754
	<u>21,454</u>	<u>4,996</u>

6. CREDITORS

	<u>2017</u>	<u>2016</u>
	<u>£</u>	<u>£</u>
Trade creditors	900	250
Accrued expenses	1,680	1,560
PAYE	-	
	<u>2,580</u>	<u>1,810</u>

PIE FACTORY MUSIC

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED YEAR ENDED 5 APRIL 2017

7. MOVEMENT IN FUNDS

	At 6.4.16	Net movement In funds	Transfer Between funds	At 5.4.17
	£	£	£	£
Unrestricted funds				
General fund	66,824	(11,114)	20,307	76,017
Salary reserve	25,745	-	-	25,745
	<u>92,569</u>	<u>(11,114)</u>	<u>20,307</u>	<u>101,762</u>
Restricted funds				
Active Communities	-	14,516	-	14,516
Art 31 Headstart	-	7	(7)	-
Art 31 Youth Participation	-	900	-	900
Combined Members	-	6,154	-	6,154
Dover Big Local	2,200	(716)	(1484)	-
Giving Back	1,254	(1,219)	-	35
KCC Arts and Culture	2,000	(2,000)	-	-
KCC Lets Dance	-	4,372	-	4,372
KCC YS Contract	-	14,093	(14,093)	-
KCC YS Dover	-	18,542	-	18,542
KCC YS Thanet	-	8,485	-	8,485
Kent Community Fund	2,700	(1,900)	(800)	-
Our Night Art 31	-	329	-	329
Roger de Haan	2,000	-	(2,000)	-
Santander	4,100	(2,860)	(1,240)	-
TDC Outreach Programme	1,047	(600)	(447)	-
YM Vocal Babies	7,469	(7,233)	(236)	-
	<u>22,770</u>	<u>50,870</u>	<u>(20,307)</u>	<u>53,333</u>
TOTAL FUNDS	<u>115,339</u>	<u>39,756</u>	<u>0</u>	<u>155,095</u>

PIE FACTORY MUSIC

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED FOR THE YEAR ENDED 5 APRIL 2017

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	23,747	34,861	(11,114)
Restricted funds			
Active Communities	20,516	6,000	14,516
Art 31 Headstart	3,000	2,993	7
Art 31 Youth Participation	900	-	900
Combined Members	7,563	1,409	6,154
Dover Big Local	-	716	(716)
Giving Back	350	1,569	(1,219)
KCC Arts and Culture	300	2,300	(2,000)
KCC Lets Dance	19,352	14,980	4,372
KCC YS Contract	57,541	43,448	14,093
KCC YS Dover	33,326	14,784	18,542
KCC YS Thanet	45,649	37,164	8,485
Kent Community Fund	-	1,900	(1,900)
Our Night Art 31	2,000	1,671	329
Roger de Haan	-	-	-
Santander	-	2,860	(2,860)
TDC Outreach Programme	-	600	(600)
YM Vocal Babies	-	7,233	(7,233)
	190,497	139,627	50,870
TOTAL FUNDS	214,244	174,488	39,756

PIE FACTORY MUSIC

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 5 APRIL 2017

	2017 £	2016 £
INCOMING RESOURCES		
Voluntary Income		
Donations	23,540	27,745
Grants	190,497	120,522
Studio Income	207	360
Total incoming resources	<u>214,244</u>	<u>148,627</u>
RESOURCES EXPENDED		
Charitable activities		
Wages	97,353	100,897
Project costs	51,005	24,698
Rates & water	3,961	2,369
Light & heat	5,420	6,118
Repairs to property	5,671	3,530
Telephone	1,271	1,480
Postage & stationery	14	6
Travelling	50	52
Licences & insurance	3,214	3,396
Sundry	1,250	700
Training	-	60
	<u>169,209</u>	<u>143,306</u>
Depreciation		
Plant & machinery	1,591	3,381
Motor vehicles	459	612
Computer equipment	680	897
	<u>2,730</u>	<u>4,890</u>
Governance costs		
Accountancy	1,740	1,260
Legal & Professional	540	-
Bank charges	269	232
	<u>2,549</u>	<u>1,492</u>
Total resources expended	<u>174,488</u>	<u>149,688</u>
Net income	<u>39,756</u>	<u>(1,061)</u>



Trustees Annual Report

April 2016 –
March 2017

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

Brian Spencer-Smith	:	appointed 29 th October 2012, Chair as @ 13 th July 2015
Christina Clark	:	appointed 26 th September 2012
John Lane	:	appointed 10 th November 2015
Sallyann Harris	:	appointed 22 nd March 2011

Company Secretary :

Caroline O'Reilly	:	appointed 27 th November 2002
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Senior Management Team

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

PIE FACTORY MUSIC

TRUSTEES ANNUAL REPORT : APRIL 2016 – MARCH 2017

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 Action 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 and related arts 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 days, taster days, workshop programmes, events, dvd, video, animations, lyric writing, performances 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".

Teenage conceptions under the age of 18 for Thanet in 2014 was 3.06%, compared to the national average of 2.1%.

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/conceptionandfertilityrates/bulletins/conceptionstatistics/2015>

Over the past 10 years Kent's population has grown by 11% between 2006 and 2016, above the average both for the South East (9.1%) and for England (8.4%).

Kent has a greater proportion of young people aged 5-19 years. Kent has an aging population; forecasts show that the number of 65+ year olds is forecast to increase by 57.5% between 2015 and 2035, yet the proportion of population aged under 65 is only forecast to increase by 15%.

93.7% of all residents in Kent are of white ethnic origin and 6.6% are of BME. The largest single BME group in Kent is Indian representing 1.2% of the total population.

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/summary-of-kent-facts-and-figures#tab-2>

Kent is ranked at 100th out of 152 counties in England, placing Kent within the least deprived 50% of all counties and authorities in England. Thanet continues to rank as the most deprived local authority in Kent.

Nationally, Thanet is ranked at 21 out of 326 authorities, placing it within England's 10% most deprived of authorities.

http://www.kent.gov.uk/__data/assets/pdf_file/0006/7953/Indices-of-Deprivation-headline-findings.pdf

Thanet has the highest child poverty range in the county at 26.9% (8,160 children). It has the second highest child poverty rate in the South East region and is within the top 20% of districts with the highest levels of child poverty in the country.

9 of the 23 wards in Thanet are within the 20% in Kent with highest levels of child poverty. Thanet has the highest child poverty rates in the county in all age groups and are significantly higher than the county, regional and national average.

http://www.kent.gov.uk/__data/assets/pdf_file/0009/7956/Children-in-poverty.pdf

There are 94.6 looked after children per 1,000 aged 0-17 years in Thanet compared to 44.3 looked after children per 1,000 in Kent.

There are 4.5% young people aged under the age of 10 to 19 years providing unpaid care in Thanet. This is higher than the average for Kent of 4.4% and for England of 4.3%.

3.8% of school children in Thanet have a statement, higher than the Kent figure of 2.9%. A further 9.8% of school children in Thanet have special needs but not statement, compared to Kent at 9.2%.

Annual average unemployment rate for 2016 in Thanet was 3.3%, in Kent it was 1.6% and across the country it was 1.8%.

<http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/area-profiles>

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 which, with further interim extensions extending the contract, came to an end in November 2016. During this financial year we were successful in becoming commissioned providers by Kent County Council to run a further 5-year youth provision programme for Thanet and also Dover, a new district to PFM. This new commission, which began in December 2016, has enabled Pie Factory Music to 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. With the new commission for Dover, we have begun to become established, put down new roots and start to build relationships of trust with local organisations, partners and young people in that area.

ACHIEVEMENTS

Strategic : We are into our final extension of the original 3 year commission by KCC to operate Ramsgate Youth Centre and run the youth provision from the Centre and were granted a further extension to continue the service. We have been able to learn much from the previous three years of this contract 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.

We remain vigilant in sourcing new Trustee board members with specific skill sets that compliment the current skills on the board and enhance the productivity of the charity.

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:

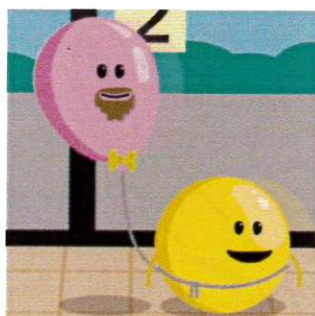
- a) **Let's Dance** : we were inspired by a project that took place in our venue and the delivering team of creative professionals and wrote a bid to be able to work with them. The project was to offer movement and dance projects to various groups of young people that were struggling with elements of their lives in differing ways, culminating in a performance for family and friends. Running alongside this we were able to offer 1:1



creative interventions for those young people who were finding it difficult to interact and break down social barriers. The project saw growth in confidence and increasing mental wellbeing across the board. The performances by the young people were incredibly powerful

and rewarding for all those involved. The song created can be heard following this link <http://piefactorymusic.com/media-pie/lets-dance-performance-song/>

- b) **Bounce Back Barry** : a group of young people were given the task of developing a creative way to spread the key messages of HeadStart Kent. They came up with likeable, fun characters that could tell their story and make it easy to understand for all ages. Together with a professional animation company, they produced a short video and song highlighting several key messages:



- resilience is vital
- No-one is alone
- We all need friends and people to talk to
- It is possible to 'bounce back' from difficult situations

The Bounce Back Barry resource pack can be viewed at [http://piefactorymusic.com/wp-content/uploads/2016/08/Bounce-Back-Barry-Resource-](http://piefactorymusic.com/wp-content/uploads/2016/08/Bounce-Back-Barry-Resource-Pack.pdf)

[Pack.pdf](http://piefactorymusic.com/wp-content/uploads/2016/08/Bounce-Back-Barry-Resource-Pack.pdf)

- c) **Residential to Finland** : following an initial fact-finding exchange trip for staff members between Ramsgate and Finland in 2015/16, we were able to take a group of young people to Kotka, Finland, in February 2017. They took a trip to a local school and a local youth club, as well as experiencing the Finnish culture and even a sauna ice dip in the local lake! For several of the group, it was the first time they had travelled out of Thanet, let alone out of the country, so from start to finish, it was an exciting trip that gave everyone new experiences they would not have been able to have otherwise.
- d) **Vocal Babies** : we were 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. Over the course of the 2 years, we provided:

- 6 x 8-week vocal Babies course
- 2 x 8-week Vocal Toddlers courses
- partnered with 6 Children's Centres to deliver the courses
- worked with 99 parents/carers
- sang to and Makaton signed with 112 amazing babies and toddlers
- 32 individual training sessions to parents/carers and early practitioners
- opened up 6,260 new workshop places as a result of the trainees running sessions in their own settings
- produced a Vocal Babies resource

- f) **Coding Project** : Following on from a hugely successful Coding for Girls taster session as part of the POW! Thanet festival in 2016, this year we were able to see three staff members trained in basic coding skills through a Young Kent programme. They were then able to deliver some coding sessions as part of our youth centre provision.

During the sessions, young people learnt what coding was for, used microbits, coded simple shapes, looked at creating games, looking at social action uses for apps and had discussions around the challenges to create an app with a social improvement message.

Performances

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

- Let's Dance @ Canterbury Christ Church College, Broadstairs
- Multiple open mic nights during Live Room sessions on a Monday night
- Breakin Convention (funded by Gulbenkian)
- Copperbox
- Ramsgate Rising
- Edinburgh Fringe Festival

Workshop Programme & Youth Club Sessions

In total, we ran **621** music workshops and 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 **4,946** music workshop spaces and 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 CXK to provide a venue for their Elevate programme.

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.

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

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.

One young person was able to access training on coding which he brought back into the youth club, taking a lead on working with other young people of various ages in developing their coding skills and making creations.

Through our Create Community inter-generational project, we offered volunteering and steering opportunities to 6 adults. Responsibilities varied from person to person and skills were developed in areas of leadership, co-operative working, steering the group and creative activities.

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:

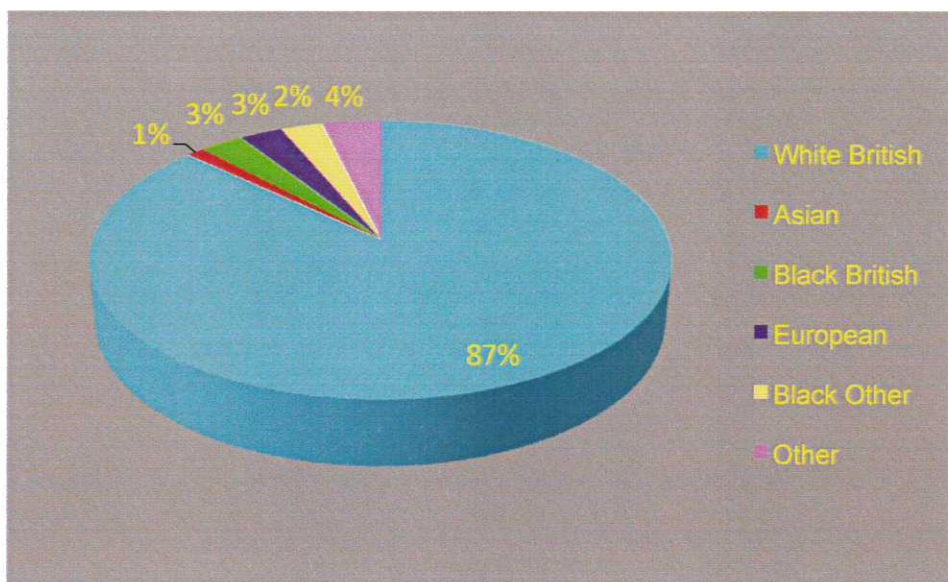
- Gulbenkian Theatre : youth opportunities
- ART31 : mentoring, training & youth opportunities
- Thanet District Council : detached workshops & venue hire
- Various SureStart provisions : Vocal Babies
- Various signposting agencies : 1:1 referrals
- Charles Dickens School : music workshops
- Friends of Ellington Park : event
- Regenerate : music workshop
- Your Leisure : Ageless Thanet workshops
- Sport4NRG : sports activities
- The Zone, Broadstairs : youth service provision
- Carers Support : workshop & venue hire
- Ramsgate Rising : event
- POW! Thanet : workshops & event
- Independence : equipment hire
- Community Church Ramsgate : equipment hire
- Various PRUs : workshops, 1:1 referrals & venue hire
- Project 15 : venue hire & 1:1 referrals
- Avanti : Dance project & venue hire
- CXK Elevate Programme : venue hire
- Red Zebra : venue hire
- Charlton Athletic : venue hire
- Skillnet : venue hire

- Ramsgate Arts, Looping the Loop : venue hire
- Turner Cars : venue hire
- Avante Partnership : venue hire
- Headstart : venue hire
- CAP : venue hire

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



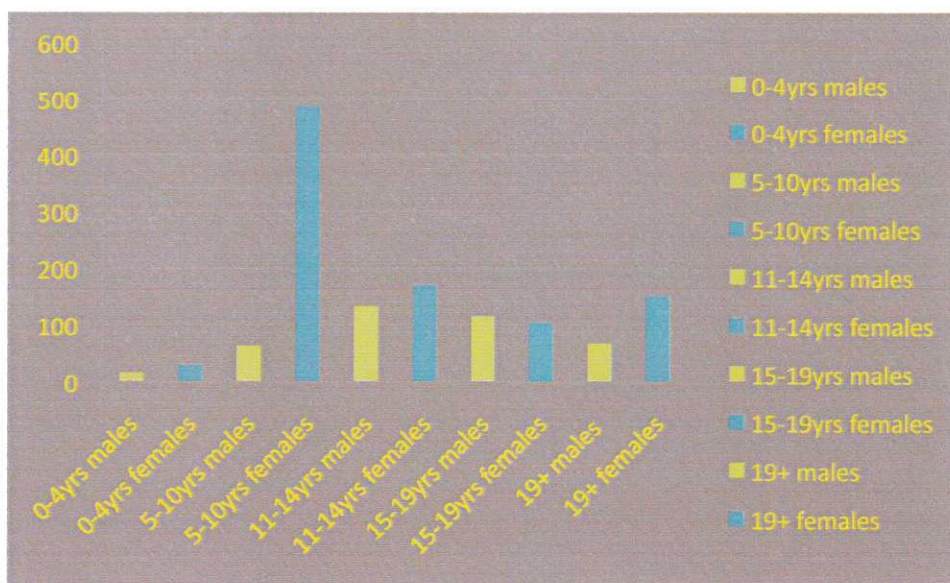
The data collated about the ethnicity of the young people PFM works with hasn't significantly changed for several years. Although the ethnic minorities are increasing in Thanet, the relative breakdowns have remained fairly consistent.

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]

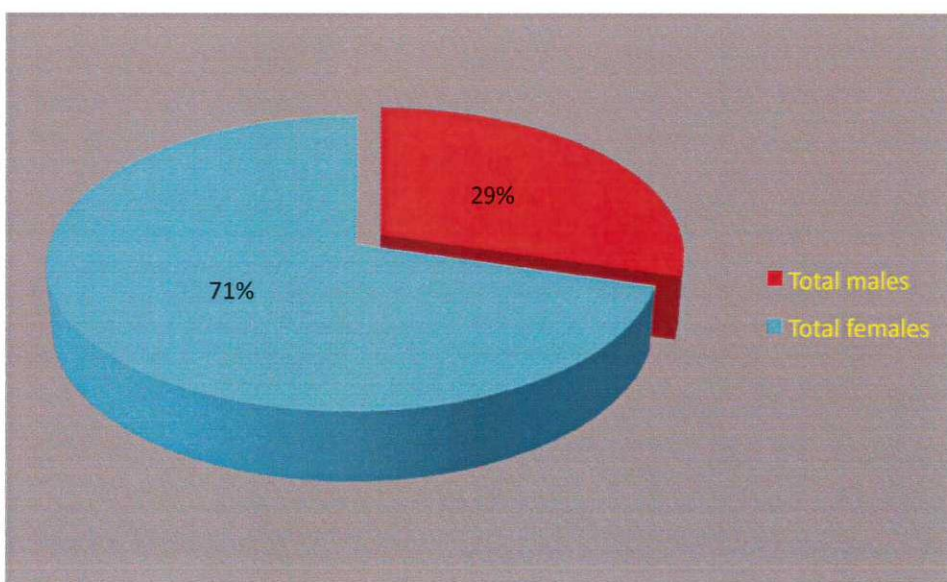
Age Range



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

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, Toddlers and the Vocal Babies training sessions. This has been the first year we have counted the parents, carers and trainees in our figures.

Gender Breakdown



Historically, our annual statistics demonstrate that the split between genders is fairly even with occasions when one gender is slightly more prevalent than the other. However, this

year our statistics show that the we have seen more females at our various sessions by a vast majority.

Traditionally, our Live Room and Band Factory sessions are predominantly male, whilst our regular singing workshops are mainly female. When we see a trend that is attracting more of one gender than the other, unless it is a targeted group such as an all-female boxing class at the youth club, PFM will endeavour to readdress this imbalance.

This financial year saw a more even split across most of the sessions, with the Voice Box Junior being the one session that was mainly female. Tracking attendees over 19 years of age has also impacted our gender breakdown – Vocal Babies and Toddlers sessions, along with the training sessions, saw predominantly females as the parents/carers/trainees. These age ranges tend to favour females rather than males.

Another area that has demonstrated a higher percentage of girls to boys ratio is the various dance projects we have run during this financial year. Although some boys have come through these sessions, they have been predominantly girls.

These various factors have all impacted and contributed to the gender breakdown this year.

FINANCIAL REVIEW

The 3 year contract from KCC to run and operate the youth centre and provide the youth provision for Ramsgate was extended during this financial year, enabling 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 original KCC commission throughout the year to provide a wide variety of creative opportunities for young people. These are listed below:

- **KCC YS Contract** : £57,540.75 : Originally a 3 year contract beginning January 2013, with a 3 month extension and 10% reduction in funding granted in March 2014 to take the contract to March 2016. A further extension was granted to the end of August 2016 and a final extension to the end of November 2016. Restricted to running Ramsgate Youth Centre, Ramsgate, and offering creative youth club services, including specific music session.
- **Youth Music Vocal Babies** : £2,782.00 : Final payment of a 2 year project running Vocal Babies sessions for parents/carers & babies aged 3mths-24mths as well as training courses, with Makaton accreditation, to expand the Vocal Babies ethos and legacy.
- **Giving Back** : £1,253.77 : Balance of £1,750 grant from Orbit Housing & £750 (£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. Final £350 to be received during 2017/18 financial year.
- **Kent Community Foundation** : £2,700.33 : Balance brought forward from £7,410 grant restricted to working with looked after children via 1:1 referral sessions and concentrated projects. Working with 7-19 year olds.
- **Dover Big Local** : £2,200.00 : Invoiced for project restricted to a 3 day band factory project based in Dover.
- **Roger de Haan** : £2,000.00 : Brought forward grant as match funding for Active Communities grant.
- **Active Communities** : £20,516.00 : Grant awarded for a 2 year inter-generational project, primarily for young people and over 60's. Creative community project giving opportunities for isolated adults to socialize, for young people to gain knowledge and insight offered by the older generation and for building skill sets and confidence and breaking stereotypical age barriers through the age groups. To be completed by June 2018.
- **KCC Let's Dance** : £19,532.00 P An invoiced-for grant restricted to two elements: a) to provide 1:1 creative interventions for young people aged 11-19 years in performance skills, music, movement and arts & crafts; b) to provide 4 x 6 week contemporary dance

and movement projects for young people aged 8-19 years utilizing activities designed to break down barriers and build confidence levels. Both projects were aimed at reducing barriers to joining mainstream open access provision, increasing self confidence and self esteem through movement, performance skills, music and creative arts. Remainder of the grant to be received during 2017/18 financial year.

- **KCC Arts & Culture** : £2,000.00 : Invoiced for an exchange project restricted to taking a group of young people to Finland in 2016/17.
- **Santander Foundation** : £4,100.00 : Brought forward figure of original £5,000 grant awarded to fund a year long contemporary dance project for young people aged 16-25, to include 2 performances. Project ended in March 2017.
- **OurNight 31** : £1,800.00 : Invoiced for grant awarded for a project enabling a group of young people to learn leadership skills and receive training to be able to organize and host an event. Balance of £200.00 to be paid during 2017/18 financial year.
- **Art31 Headstart** : £3,000.00 : Invoiced for grant awarded for a project enabling young people to work with a professional animation company on a mental health and wellbeing video, including writing an original song, original music and an original storyboard for the animation, to be shared as a resource to be used for all ages by other organizations and schools.
- **KCC Thanet** : £34,236.99 : First 4 months of a 5 year contract as commissioned providers by KCC to run the youth provision for the district of Thanet, in partnership with The Zone, Broadstairs. Restricted to youth provision for 8-19 years (up to 25 with disabilities).
- **KCC Dover** : £24,994.80 : First 4 months of a 5 year contract as commissioned providers by KCC to run the youth provision for the district of Dover. Restricted to youth provision for 8-19 years (up to 25 with disabilities).
- **Combined Members Grant** : £4,999.00 : Grant awarded for creative and musical resources to support the youth provision from the youth centre.
- **Combined Members Grant** : £2,564.00 Grant awarded to provide lighting and improve the external appearance of the youth centre.

Any monies in the drawn up accounts showing as surplus are due to awarded funds restricted for specific workshops and/or in addition to PFMs 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, reviewed annually. 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 £25,745.33 are set in place.

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 and the new undertakings for 2017/18 in general, with a focus on the development and embedding of our new youth provision in Dover.

PFM will look at expanding the income streams to incorporate and embed more music and creative arts activities, in line with our mission statement.

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 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 will 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.

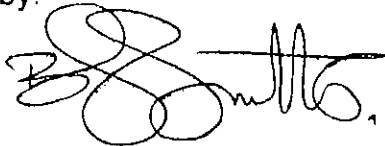
Members of the Management Committee

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 17th November 2017 and signed on it's behalf by:

A handwritten signature in black ink, appearing to read 'B. Spencer-Smith', with a stylized flourish at the end.

Brian Spencer-Smith
Chair