



The Percival Guildhouse

An Independent Centre for Adult Education and the Arts

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ANNUAL REPORT 2016/2017



Charity Registration No. 528782

Annual Report 2016/17

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1. INTRODUCTION

Welcome to this Annual Report for 2016/2017. In the following pages you will read how the Percival Guildhouse has performed over the year, what courses were provided, and, in the accounts section, details regarding our finances.

The report is also an opportunity to say thank you to the many individuals who, in whatever capacity, make such a great contribution to the continuing success of the Guildhouse. We could not manage without them.

In summary it has been another year of success, but not one without its financial challenges.

As a member, please feel free to raise any questions you may have, either at the AGM, Thursday, 7th December, or in advance via the office.

2. OBJECTIVES AND POLICIES

The Charity's objective is the advancement of the education of adults in the Rugby area.

This objective is achieved principally by the provision of:-

- A Centre of activity known as The Percival Guildhouse.
- Adult Education courses in a wide range of non-vocational subjects in our own and other premises.

It is our policy to comply with all relevant national regulations and legislation.

3. REPORT OF THE EXECUTIVE COMMITTEE

3.1 Executive Committee

The Trustees of the Percival Guildhouse are those members who are elected at the Annual General meeting and form the Executive Committee, (EC). The EC, together with the Centre Manager as an ex-officio member, is responsible for the overall governance of the Charity, the setting and overseeing of its strategic direction, its financial stability, accountability to its members and the Charity Commission, and the conduct and culture of the organisation. In addition the maintenance of the property and the safety of all users are key concerns of the EC.

The Centre Manager is responsible for the organisation of the academic programme and day to day administration.

The Executive Committee met on 7 occasions during the year. In addition, individual trustees took upon themselves the responsibility for dealing with a number of issues, including finance, fundraising, maintenance and safety of the property. When exercising its powers and duties, the EC gave due regard to the public benefit guidance given by the Charity Commission.

The Trustees are again pleased to report that there have been no serious incidents resulting in any loss of funds or risk to the property, work or reputation of the Percival Guildhouse.

3.2 Quality Learning

Introduction

The Guildhouse programme of non-vocational courses and day schools has again been a full and varied one. Whilst many students return term after term to further their study of a particular subject, importantly, we are also seeing more new students.

The success of the programme is due to a combination of our ability to be flexible and responsive to the needs of the students, the quality of our dedicated tutors, and the tireless efforts of our office team, led by Sarah Gall, in its development and promotion. We remain one of the few educational establishments in the county, if not in the UK, continuing to provide such a facility.

Quality of Learning Evaluation

In the spring term we conducted a Student Evaluation exercise using student feedback forms. In particular we asked students for their suggestions for new courses and from their

feedback we will be offering a music class and a sign language class in the new academic year. In terms of the quality of our courses the feedback was extremely favourable.

<u>Term</u>	<u>2016-17</u>		<u>2015-16</u>	
	Total	New Students	Total	New Students
Autumn	1096		1108	
Spring	1084		1005	
Summer	889		830	
TOTALS	3069	370 (14.9%)	2943	322 (10.9%)

New students are defined as those who had not enrolled on any course during the previous three years.

Full details of the classes and their enrolments are included at the end of this report.

Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who were in receipt of a means tested benefit. During the year the concessionary fee was 75% of the full fee, limited to one course per person per term.

The fee difference was largely funded by grants from the Sir Edward Boughton Long Lawford Charity and the Westham House Fund. We are extremely grateful to them both for providing this significant support.

During the year a total of 119 remissions were given at a financial cost of £6,745. This is still more than the grants of £5,000 received and so will be reviewed during the academic year 2017-18.

Cultural Visits

The autumn term visit in December 2016 was probably one of the most popular and enjoyable visits of all time. A full coach of Guildhouse students visited Wightwick Manor on the outskirts of Wolverhampton which was designed in the "Old English" style for the Wolverhampton paint and varnish manufacturer, Theodore Mander and his family in 1887. With interiors inspired by the ideals of the Arts & Crafts movement, Wightwick has a superb collection of William Morris textiles, wallpapers and furniture, William De Morgan ceramics, Charles Kempe stained glass, and many Pre-Raphaelite paintings and drawings. We were given a tour of the house by enthusiastic guides who pointed out the many highlights of the collection.

Furthermore we were delighted to discover that the house had been decorated for Christmas in true traditional style which allowed everyone a first taste of the festive season.

A visit to Birmingham during the afternoon enabled students to visit the Museum and Art Gallery to explore one of the best pre-Raphaelite collections in the country. This was a perfect way to complement the morning's activities.

The spring term visit was to the Royal Academy in London to see an exhibition entitled 'Revolution: Russian Art 1917 – 1932'. One hundred years on from the Russian Revolution, this exhibition explored one of the most momentous periods in modern world history through the lens of its ground breaking art including work by Kandinsky, Malevich, Chagall and Rodchenko.

This was a very important exhibition showing work that had rarely been seen before in the form of paintings, sculpture and textiles.

During the afternoon some students visited the other exhibition at the RA entitled: America after the Fall: Painting in the 1930s which included work by Jackson Pollock, Georgia O'Keeffe and Edward Hopper. This exhibition provided an insight to American history at a similar time to that described in the Russian Art exhibition.

The optional previews to our visits are invaluable in helping students to make the most of their day out. They take place at the Guildhouse on an evening prior to the visit or a shortened version is offered on the coach journey. Everyone is welcome to join the group. Booking is essential so keep an eye on the brochure for details of future events. We offer our thanks to Sheila Winterton for organising these visits.

3.3 Local Community Links

Clubs and Groups

Clubs and groups continued to meet at the Guildhouse on a weekly and fortnightly basis. These included, Rugby Family History Group, Rugby Local History Research Group, Yoga for Health, Friday Singers, Knitting Club, The Guildhouse Painting Group, The Conversational and The Improvers Bridge Clubs, Winter Words Club, and English as a Second Language. The Latin Reading Group headed by tutor John King continues to meet in members' houses and they kindly donate their fees back to the Guildhouse.

Rugby Art Gallery and Museum (RAGM)

Our annual Art and Craft Exhibition was held in the Floor One Gallery from the 13th to the 23rd March. It was another successful showcasing of our students' work during the year. It attracted a record 642 visitors with several positive comments. Many thanks to the art and craft tutors who make this very worthwhile event look so wonderful, making it an excellent opportunity to publicise this part of the programme.

A special thank you to the 50 volunteers who helped set up and take down the exhibition and those who gave their time stewarding during the exhibition.

Income from the sale of brochures was £71 and one picture was sold.

Rugby Library (WCC) and Tourist Information Desk (RBC)

Rugby Library staff and the Tourist Information staff have again been supportive by their willingness to promote our programme on a termly basis by displaying any information that we give them, including brochures and photographs of students at work. This facility is crucial in advertising our programme to new students.

Rugby Borough Council

Both our students and the people of Rugby are very fortunate that in exchange for allowing public access, the Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built up corner of the town.

Councillor Sue Roodhouse is the Council's representative at our general meetings

3.4 Review of Financial Year 2016-17

A Statement of Financial Activities for the year is appended to this report.

Grants.

We received total grants of £40,000. £4,000 from the Sir Edward Boughton Long Lawford Charity, and £1,000 from the Westham House Fund allowed us to continue to offer fee remission. The balance of £35,000 was put towards the cost of the major refurbishment to the exterior stonework of the building. For further details, see note 2 of the attached statement of financial activities.

Donations & Fund Raising

Donations from a number of individuals and the proceeds of various fund raising activities are used to help with the costs of the maintaining the Guildhouse property. For a self financing organisation these make a tremendous difference. A summary of these can be found in the notes that are attached to the Statement of Financial Activities, notes 5 and 16.

Income

The principal sources of income are class fees and room hire rentals. Income from these sources for the year was £194,491, compared with £172,925 for the previous year.

Investments

We have cash invested in two savings accounts of £80,940 in addition to our current bank account balance, having spent £47,300 on the building exterior work before the grants detailed above. Interest rates are still very low at the moment and for the foreseeable future, so interest earned was only £1,958.

3.5 People

Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They make the Guildhouse a friendly and pleasant environment for the students and tutors alike. We thank all our staff for their much valued contribution to the Guildhouse.

Catering Department

We continue to work hard to increase revenue and minimise costs in the Catering Department. During the year we tried opening the lounge to the public, tried different promotions and varied the menu to try and increase business.

We would like to thank Claire Treanor and her team for keeping the department running efficiently.

Volunteers

We remain extremely grateful for the significant contribution that our volunteers continue to make. Stewards, Trustees, Fund Raisers, and Programme Distributors commit many hours of their own time to ensure the smooth and successful running of the Guildhouse.

During the academic year three trustees resigned for personal reasons, Linden Osborne, Jayne Edwards and Sue Cooper. We thank them for their contribution.

Fortunately we welcomed two new trustees onto the EC, Julie Douglas and Lynn Watkins. Additional evening stewards and trustees are currently required so, if you are at all interested, please enquire in the office.

Tutors

We have a loyal, committed and professional team of tutors who are a huge and essential part of our successful programme. We are always looking out for new subjects in order to continue to expand and keep variety in our programme.

Publicity

Our brochures are printed and distributed termly. In the year there were a total of 9,000 issued and we feel this is the most effective way of advertising our programme. Distribution for the autumn programme is managed by Jo and Ted Major who organise the delivery to existing students, helped by a large band of volunteers, so saving the Guildhouse hundreds of pounds in postage. Many thanks again to them for their super-efficient system and to the local traders who sponsor the brochure. Brochure delivery to local businesses and those in the wider county continue to be completed by Patrick and Felicity, many thanks to them for increasing the circulation of the brochure.

The brochures are supplemented by our popular regularly updated website, by advertisements in the local press, by posters and display boards in Rugby Library, and best of all, by word of mouth. We continue to use Twitter to promote and publicise our programme and we currently have 568 followers.

This year we secured a free editorial in the 'Rugby Register' to promote our Festival of Culture event. The Rugby Register is Rugby's Community Advertising Magazine which is delivered to 15,000 homes in Rugby. During the year we have updated our display boards to new pop-up banners these are light weight and extremely portable and will be an important asset when promoting the Percival Guildhouse at events such as Adult Learning Week and WCAVA (Warwickshire Community And Voluntary Action) events.

Fund Raising

The money raised from our fund raising events provides help with the cost of repairs, improvements, decorations and equipment replacements in the Guildhouse. Once again

our thanks must go to all our members who continue to support our efforts so generously.

The Christmas Fair

This again proved to be a very successful enjoyable and popular event which is open to the public. A net total of £1,644 was raised from various stalls and competitions an increase of 17% from last year.

The Christmas Quiz

A big thank you once again to Jo and Ted Major whose quiz raised a total of £96.

The Annual Plant Sale

Plants donated to us were on sale in the hall and raffle tickets were also sold around the classes raising a total of £579, an increase of 38% from last year.

The Prize Club

294 members were enrolled during the 2016 calendar year. The winning numbers were drawn in one of the morning classes and the results were displayed around the house on posters. The club generated an income of £1,871 for the Guildhouse, and we thank Prabha Mistry for organising this.

Book Sales

Donated books on sale in the hall continued to be popular with our members and raised £915 towards the general funds of the Guildhouse, an increase of 18% from last year.

Rugby Festival of Culture Garden Party

As part of the Rugby Festival of Culture we opened the house and our gardens to the public. In the gardens we had a pop-up bar from The Rugby Tap, a bread stall from Rugby Real Bread, live music, children's activities, book stall, craft stall and a duck and chicken exhibition. Inside the house we held two Art Exhibitions in the Beresford and Gooder Rooms, a Textile Exhibition in the Harry Batchelor Room and demonstrations of Knitting and Jewellery in the Percival Room. The event attracted a significant amount of visitors and it was a happy and enjoyable day. We raised a net income of just over £500 after expenses, this includes a generous contribution from the owner of Rugby Real Bread. We were also very grateful to Britvic who donated a substantial amount of soft drinks which we sold on the day and will be sold at other fundraising events.

Renovation Donations

This year we appealed to our students to help with a considerable renovation bill and we were overwhelmed with the response, our students donated £7,589 towards the cost of the renovation.

The money raised from our fund raising events provides help with the cost of repairs, improvements, decorations and equipment replacements in the Guildhouse. Once again our thanks must go to all our members who continue to support our efforts so generously. Students can now get free donations for the Percival Guildhouse when they shop on-line, easyfundraisng.org.uk/www.percival-guildhouse.co.uk. If you go to our website and click on 'Support Us' there is a link to help to donate.

3.6 Premises

Interior of House

Following last year's relocation of the Tenant's shower, the opportunity was taken to refurbish his kitchen. This long overdue project has made a significant improvement to the flat.

Exterior of House

The need for a major project was established by a surveyor's report identifying potential safety concerns. Five quotations by builders were obtained and the firm of Darren Tebbutt, Stonemasons was selected. Planning permission was obtained. The surveyor's assessment was made mainly from ground level and once five levels of scaffolding were

in place it became evident that the stonework had far greater deterioration than had been thought. The Trustees decided to prioritise any work relating to safety concerns and to the work at the higher levels that needed to be done in the next few years (such as the repointing of the chimneys) in order to defer incurring again the very high cost of scaffolding.

The work started during the Spring break and continued into June. The Trustees are very pleased with the quality of the work carried out. The total cost of the completed phase was £47,300 compared with a revised budget of £55,000. Most of this was financed by donations. We are very grateful for £20,000 from Westham House, £15,000 from The Rugby Group Benevolent Fund Ltd and, almost unbelievably, over £7,000 from student donations. A much smaller project will be required in due course for the deferred lower level items that do not pose a safety risk.

4 REFERENCE and ADMINISTRATIVE INFORMATION

President	Mr. Peter Green, Head Master of Rugby School	
Vice Presidents	Mr. M.J. Beare	Mr. P.H. Elliott
	Mr. J. Lawton	Mr. M.J. Brice
	Mr. T.P. Cowhig	Mrs. A. Lewis-Jones
Executive Committee	(The Trustees of the Percival Guildhouse)	
Honorary Officers:	Chairman	Mr. David Dove.
	Treasurer	Mr. David Thomson
	Secretary	Mrs. Margaret Blundell
Committee Members:	Mr. Mike Beare Mrs. Caroline Enraght-Moony Mr. Rob Close Mrs Sue Cooper (resigned on 01/12/16) Mrs Julie Douglas (co-opted on 03/11/16) Mrs Jayne Edwards (resigned on 12/01/17) Mrs. Linden Osborn (resigned on 03/11/16) Mr. Peter Reaney Mrs. Lynn Watkins (co-opted on 03/11/16) Mrs. Marjorie Yarker	
Trustees of the Property	The Official Custodian for Charities.	
Bankers	The Royal Bank of Scotland, 17, Church St., Rugby, CV21 3PP	
Insurance Broker	Towergate MIA, Kings Court, London Road, Stevenage, Herts, SG1 2GA.	
Independent Examiner	Astute Services Ltd. 4, Daventry Rd., Dunchurch, Rugby, CV22 6NS	
Registered Name and Address	The Percival Guildhouse, St Matthews Street, Rugby, CV21 3BY	
Charity Registration Number	528782	
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3rd March 2006. It is constituted as an unincorporated association of its members.	

5. STAFF LIST

Office Staff:

Centre Manager	Mrs Sarah Gall
Office Secretary	Mrs. Prabha Mistry
Clerical Assistant and Book Keeper	Mrs. Fiona Pedley

Catering Manager	Mrs. Claire Treanor
Catering Assistants	Mrs Dil Jordan

Mrs Maureen Ward
Miss Kerry Gelston

Caretaker	Mr Jim Fitzgerald
	Mrs Tatjana Sentereva

Cleaner	Joaquim Batista da Silva
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This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005.

Approved by the Trustees and signed on their behalf by:

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The Percival Guildhouse

Statement of Financial Activities for the period 1 August 2016 to 31 July 2017

	Notes	2017 Total Funds £	2016 Total Funds £
Incoming Resources			
Donations & Legacies	16	11,937	5,174
Grants	2	40,270	6,270
Class Fees & Hire of Rooms	3	194,871	172,925
Other Income from Charitable Activities	4	23,857	21,172
Fund Raising Activities	5	7,214	7,674
Interest Receivable		1,958	2,070
Other Incoming Resources		418	350
Total Incoming Resources		280,525	215,635
Less: Cost of Fund Raising Activities	5	(1,382)	(1,625)
Net Incoming Resources Available for Charitable Application		279,143	214,010
Resources Expended:			
Charitable	6	(258,402)	(212,027)
Governance Costs	7	(26,626)	(27,216)
Total Resources Expended		(285,028)	(239,243)
Net Income/(Expenditure) for Year		(5,885)	(25,233)
Total Funds Brought Forward		148,057	173,290
Total Funds Carried Forward		142,172	148,057

The Percival Guildhouse

Balance Sheet as at 31 July 2017

	Notes	£	2017 £	£	2016 £	£
Fixed Assets:						
Tangible Assets	10			3,935		2,635
Current Assets:						
Stock			400		150	
Debtors	14		10,030		1122	
Deposits			80,940		144,485	
Cash At Bank and In Hand			51,067		15,025	
			<u>142,437</u>		<u>160,782</u>	
LESS:						
Current Liabilities:						
Creditors & Accruals	15		<u>4,200</u>		<u>15,360</u>	
			<u>4,200</u>		<u>15,360</u>	
Net Current Assets				138,237		145,422
Net Assets				<u>142,172</u>		<u>148,057</u>
FUNDS:						
Unrestricted Funds	11			142,172		148,057
Total Funds				<u>142,172</u>		<u>148,057</u>

Signed.....*D. Dove*.....
D Dove
Hon Chairman

Date.....*20/11/17*.....

For and on behalf of the Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

- i) The Charities Act 2011
- ii) The "Statement of Recommended Practice - "Accounting and Reporting by Charities" (revised 2005 and 2008),
- iii) The applicable accounting standards, and
- iv) An historical cost accounting basis.

a) Class fees and similar income

- i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
- ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) Tangible Fixed Assets

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £1,204,000.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) Depreciation Policy

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

i) Electronic and other small appliances	20%
ii) Kitchen Cookers	10%
iii) Furniture	10%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds are set out in the notes to these accounts.

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Notes forming part of the financial statements for the period 1 August 2016 to 31 July 2017 (continued)

f) Reserves (continued)

Notwithstanding the above, the Trustees have set the following targets with regard to the level of reserves held:

- i. The General Purposes Fund is targeted to be one third of annual turnover (it is currently 20.5%).
- ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 5.9%).
- iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

2. GRANTS & SPONSORSHIP	2017 £	2016 £
a) Grants were received during the accounting period as follows:		
Sir Edward Boughton Long Lawford Charity	4,000	5,000
Westham House Fund	21,000	1,000
Rugby Group Benevolent Fund	15,000	0
b) Programme brochure sponsorship received	270	270
	<u>40,270</u>	<u>6,270</u>

NOTE: Of the grant from Westham House Fund, £20,000 was provided to support the programme of maintenance to the exterior of the building and is subject to repayment in full should the building ever be sold.

3. CLASS FEES AND HIRE OF ROOMS	2017 £	2016 £
a) Income (net of any fee remission granted)		
i) Class fees	189,646	167,056
ii) From hire of rooms (in accordance with charitable aims)	5,225	5,869
	<u>194,871</u>	<u>172,925</u>
b) Fee Remission granted from Guildhouse funds	2017 £	2016 £
i) Number of students on PGH courses receiving fee remission	119	193
ii) Total amount of fee remission given:	6,745	9,357

4. OTHER INCOME FROM CHARITABLE ACTIVITIES	2017 £	2016 £
a) Property Rentals:	2,620	2,400
b) Refreshments	21,237	18,772
	<u>23,857</u>	<u>21,172</u>

5. FUND RAISING EVENTS

The following activities raised funds for the general purposes of the Charity:

Event	Costs £	2017 Income £	Net £	2016 Net £
Plant Sale	0	579	579	633
Christmas Fair	(127)	1,771	1,644	1,403
Book Box	0	915	915	775
Christmas Quiz	0	96	96	101
Prize Draw	(1,052)	3,132	2,080	3,070
Miscellaneous	(203)	721	518	67
	<u>(1,382)</u>	<u>7,214</u>	<u>5,832</u>	<u>6,049</u>

6. CHARITABLE EXPENDITURE

a) Programme Provision Expenses

	2017	2016
	£	£
i) Programme Publicity	4,427	4,114
ii) Tutors Fees & Class Expenses	104,764	93,320
iii) Visit Expenses	1,625	2,083
iv) Use of Premises in Community	1,578	2,773
v) Depreciation of Class Equipment	456	670
vi) Office Staff Wages & Employers National Insurance	27,267	26,928
	<u>140,117</u>	<u>129,888</u>

b) Running And Maintenance Costs For Building

	2017	2016
	£	£
i) RBC Rates and Insurance	2,176	2,351
ii) Repairs, Renewals and Decorations	55,584	23,343
iii) Utilities (Heat, Light, Water, Phone)	8,728	10,034
iv) Care taking and Catering Staff Wages	45,017	40,885
v) Kitchen Expenses	6,780	5,526
	<u>118,285</u>	<u>82,139</u>

Total Charitable Expenditure

<u>258,402</u>	<u>212,027</u>
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7. GOVERNANCE COSTS

	2017	2016
	£	£
a) Office Staff Wages & Employers National Insurance	18,178	17,952
b) Office Expenses	7,137	8,078
c) Depreciation of Office & Misc. Equipment	150	84
d) Sundries	81	22
e) Professional Fees	0	0
f) Independent Examination Fee	1,080	1,080
	<u>26,626</u>	<u>27,216</u>

8. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £90,166. No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £0.

c) The average numbers of paid staff were;

	2017	2016
Office Staff:	3	3
Caretaking Staff:	3	3
Catering Staff:	<u>4</u>	<u>4</u>

d) Members of the Office Staff share their duties between:

i) Organising and administering the programme in accordance with the charitable aims of The Percival Guildhouse (60% of total), and

ii) The administration and management of The Percival Guildhouse (40% of total).

Their salaries have been apportioned pro rata to these categories.

Notes forming part of the financial statements for the period 1 August 2016 to 31 July 2017 (continued)

9. TRUSTEES REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

10. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Office Equipment	Class Equip- ment	Misc Equipment & Furnishings	Catering Dept	Total
	£	£	£	£	£	£
Cost						
At 1st August 2016	2,343	7,542	11,074	11,181	1,313	33,453
Additions	0	0	1,233	0	673	1,906
At 31st July 2017	2,343	7,542	12,307	11,181	1,986	35,359
Depreciation						
At 1st August 2016	0	7,542	10,864	11,099	1,313	30,818
Charge for year	0	0	456	82	68	606
Disposals						0
At 31st July 2017	0	7,542	11,320	11,181	1,381	31,424
Net Book Value:						
At 31st July 2017	2,343	0	987	0	605	3,935
At 31st July 2016	2,343	0	210	82	0	2,635

11. SUMMARY OF NET ASSETS BY FUNDS

Unrestricted Funds at 31st July 2017

	2017			2016
	General Purposes £	Designated £	Total £	Total £
Tangible Fixed Assets	3,935	0	3,935	2,635
Net Current Assets	53,217	85,020	138,237	145,422
	<u>57,152</u>	<u>85,020</u>	<u>142,172</u>	<u>148,057</u>

12. GENERAL PURPOSES FUND

	2017	2016
	£	£
Balance at 1st August 2016	54,704	62,419
Net Income for the year	(5,885)	(25,233)
Transfers from Designated Funds	8,333	17,518
Balance at 31st July 2017	<u>57,152</u>	<u>54,704</u>

13. DESIGNATED FUNDS

The income funds of the Percival Guildhouse include the following designated funds.

a) Building Renovation Fund

This fund has been set aside by the trustees out of unrestricted funds for renovations and improvements to the building known as The Percival Guildhouse.

	2017	2016
	£	£
Balance at 1st August 2016	77,097	94,615
Transfer to General Purposes Fund	(6,427)	(17,518)
Balance at 31st July 2017	<u>70,670</u>	<u>77,097</u>

Notes forming part of the financial statements for the period 1 August 2016 to 31 July 2017 (continued)

b) Development Fund

This fund comprises substantial donations received from a member that have been set aside by the trustees for improving the Guildhouse facilities.

	2017 £	2016 £
Balance at 1st August 2016	16,256	16,256
Transfer to General Purposes Fund	(1,906)	0
Balance at 31st July 2017	<u>14,350</u>	<u>16,256</u>

14 DEBTORS

	2017 £	2016 £
Sundry debtors	9,520	802
Prepayments	510	320
	<u>10,030</u>	<u>1,122</u>

15 CURRENT LIABILITIES

	2017 £	2016 £
Amounts falling due within year:		
Accruals and deferred income	4,200	15,360
Other Creditors	0	0
	<u>4,200</u>	<u>15,360</u>

16 DONATIONS AND LEGACIES

	2017 £	2016 £
a) Legacies received	0	0
b) Donations and subscriptions.	10,093	3,869
c) Income tax reclaimed thro' Gift Aid Scheme	1,844	1,305
	<u>11,937</u>	<u>5,174</u>

17 THE PERCIVAL GUILDHOUSE CATERING DEPARTMENT

a) Statement of Financial Activities for the period 1 August 2016 to 31st July 2017

	2017		2016	
	£	£	£	£
INCOME				
Refreshments		21,237		18,772
Increased/(Reduced) stock value		0		0
Interest receivable		0		0
		<u>21,237</u>		<u>18,772</u>
EXPENSES				
Wages	(23,561)		(22,031)	
Kitchen food & consumables	(6,780)		(5,526)	
Kitchen repair	0		0	
Depreciation	(68)		0	
		<u>(30,409)</u>		<u>(27,557)</u>
NET CONTRIBUTION		<u>(9,172)</u>		<u>(8,785)</u>

NB 1 Consumables includes all cleaning and toilet requirements for the PGH.

NB 2 The Net Contribution shown above goes towards the cost of heat, light, water, general maintenance and improvements that relate to the Catering department as well as the use of all other staff.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

We report on the accounts of the Trust for the year ended 31 July 2017, which are set out in Appendix 1, sheets 9 to 15.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- . examine the accounts under section 145 of the Charities Act,
- . to follow the procedures laid down in the general Directions given by the Charity Commission
- . to state whether particular matters have come to my attention.

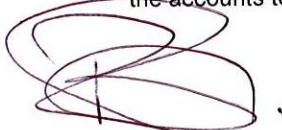
Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below

Independent examiner's statement

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

- (1) which gives reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - . proper accounting records are kept (in accordance with section 130 of the Act); and
 - . accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



R B Henderson FCA
Chartered Accountant

Astute Services Limited
Chartered Accountants
4 Daventry Road
Dunchurch
Rugby
CV22 6NS

Date...17.11.17

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
Monday	101AU16	FRENCH LITERATURE	11	9					9
	101SP17	FRENCH LITERATURE			11	7			7
	103AU16	FRENCH IMPROVERS LEV...	11	14					14
	103SP17	FRENCH IMPROVERS LEV...			11	14			14
	103SU17	FRENCH IMPROVERS LEV...					8	12	12
	104AU16	FRENCH EXPERIENCE - ...	11	8					8
	104SP17	FRENCH EXPERIENCE - ...			11	7			7
	104SU17	FRENCH EXPERIENCE - ...					8	9	9
	105AU16	ACTUALITES - ADVANCE...	11	13					13
	105SP17	ACTUALITES - ADVANCE...			11	11			11
	105SU17	ACTUALITÉS - ADVANCE...					8	9	9
	106AU16	GERMAN ADVANCED	11	13					13
	106SP17	GERMAN ADVANCED			11	11			11
	106SU17	GERMAN ADVANCED					8	11	11
	107AU16	ITALIAN IMPROVERS L1	11	9					9
	107SP17	ITALIAN IMPROVERS L1			10	7			7
	107SU17	ITALIAN IMPROVERS 1					8	8	8
	108AU16	ITALIAN IMPROVERS 2	11	8					8
	108SP17	ITALIAN IMPROVERS 2			10	6			6
	109AU16	ITALIAN - INTERMEDIA...	11	13					13
	109SP17	ITALIAN - INTERMEDIA...			11	12			12
	109SU17	ITALIAN - INTERMEDIA...					8	12	12
	110AU16	JAPANESE BEGINNERS	11	13					13
	110SP17	JAPANESE BEGINNERS 2			10	7			7
	110SU17	JAPANESE BEGINNERS 3					8	7	7
	111AU16	INCOMPLACENT VICTORI...	11	21					21
	111SP17	THE REIGN OF QUEEN V...			11	23			23
	111SU17	DISRAELI					8	19	19
	112AU16	A CRY FOR FREEDOM	11	11					11
	112SP17	THE STUFF OF LEGEND			11	11			11
	112SU17	AN INTRODUCTION TO R...					8	12	12
	113AU16	DRAWING PORTRAITS FR...	11	10					10
	113SP17	DRAWING PORTRAITS FR...			11	11			11
	113SU17	DRAWING PORTRAITS FR...					8	9	9
	114AU16	DRAWING FOR EVERYONE	11	12					12

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	114SP17	DRAWING FOR EVERYONE			11	12			12
	114SU17	DRAWING FOR EVERYONE					8	12	12
	115AU16	WATERCOLOURS FOR IMP...	11	9					9
	115SP17	WATERCOLOURS FOR IMP...			11	10			10
	115SU17	WATERCOLOURS FOR IMP...					8	9	9
	116AU16	UPHOLSTERY	11	12					12
	116SP17	UPHOLSTERY			11	12			12
	116SU17	UPHOLSTERY					8	12	12
	117AU16	EMBROIDERY CIRCLE	11	13					13
	117SP17	EMBROIDERY CIRCLE			11	11			11
	117SU17	EMBROIDERY CIRCLE					8	12	12
	118AU16	MAKING BREAD	11	11					11
	118SP17	MAKING BREAD			11	10			10
	120SP17	ENGLISH COURT ART 16...			9	13			13
Tuesday	201AU16	PARLONS-EN - ADVANCE...	11	12					12
	201SP17	PARLONS-EN - ADVANCE...			11	12			12
	201SU17	PARLONS-EN - ADVANCE...					8	8	8
	202AU16	GERMAN INTERMEDIATE ...	11	12					12
	202SP17	GERMAN INTERMEDIATE ...			11	12			12
	202SU17	GERMAN INTERMEDIATE ...					8	9	9
	203AU16	ITALIAN - IMPROVERS ...	11	12					12
	203SP17	ITALIAN - IMPROVERS ...			11	12			12
	203SU17	ITALIAN - IMPROVERS ...					8	12	12
	204AU16	ITALIAN - INTERMEDIA...	11	12					12
	204SP17	ITALIAN - INTERMEDIA...			11	13			13
	204SU17	ITALIAN - INTERMEDIA...					8	13	13
	205AU16	TALK SPANISH	11	14					14
	205SP17	SPANISH BEGINNERS			11	16			16
	205SU17	SPANISH BEGINNERS CO...					8	15	15
	206AU16	NEW TESTAMENT GREEK	11	10					10
	206SP17	NEW TESTAMENT GREEK			11	9			9
	206SU17	NEW TESTAMENT GREEK					8	9	9
	207AU16	SHAKESPEARE - STUDY ...	11	13					13
	207SP17	SHAKESPEARE - STUDY ...			11	13			13
	207SU17	SHAKESPEARE - STUDY ...					8	12	12

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	208AU16	WRITE THE STORY OF Y...	11	9					9
	208SP17	WRITE THE STORY OF Y...			11	10			10
	208SU17	WRITE THE STORY OF Y...					8	10	10
	209AU16	YOUR POETRY!	10	7					7
	209SP17	YOUR POETRY!			11	9			9
	209SU17	YOUR POETRY!					8	7	7
	210AU16	FROM HENRY II TO RIC...	11	25					25
	210SP17	ROARING TWENTIES?			11	25			25
	210SU17	BRITAIN 1929-1934: U...					8	21	21
	211AU16	DRAWING FOR IMPROVER...	11	16					16
	211SP17	DRAWING FOR IMPROVER...			11	16			16
	211SU17	DRAWING FOR IMPROVER...					8	14	14
	212AU16	PAINTING PORTRAITS -...	11	10					10
	212SP17	PAINTING PORTRAITS -...			11	9			9
	212SU17	PAINTING PORTRAITS -...					8	10	10
	213AU16	WHAT SHALL I DRAW? S...	11	12					12
	213SP17	WHAT SHALL I DRAW? S...			11	10			10
	213SU17	WHAT SHALL I DRAW? S...					8	8	8
	214AU16	WATERCOLOURS FOR EV...	11	12					12
	214SP17	WATERCOLOURS FOR EVE...			11	11			11
	214SU17	WATERCOLOURS FOR EVE...					8	10	10
	215AU16	WATERCOLOURS FOR ALL	11	14					14
	215SP17	WATERCOLOURS FOR ALL			11	14			14
	215SU17	WATERCOLOURS FOR ALL					8	14	14
	217AU16	SEWING/DRESSMAKING ...	11	8					8
	218AU16	EXERCISE 10.30AM	11	25					25
	218SP17	EXERCISE 10.30AM			11	25			25
	218SU17	EXERCISE FOR THE OLD...					8	25	25
	219AU16	EXERCISE 11.30AM	11	25					25
	219SP17	EXERCISE 11.30AM			11	25			25
	219SU17	EXERCISE FOR THE OLD...					8	24	24
	220AU16	PILATES FOR OSTEOPOR...	11	10					10
	220SP17	PILATES FOR OSTEOPOR...			11	10			10
	220SU17	PILATES FOR OSTEOPOR...					8	10	10
	221AU16	PLEASANT PASTIMES	10	17					17

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	221SP17	PLEASANT PASTIMES			10	17			17
Wednesday	301AU16	FRENCH - ON Y VA IMP...	11	9					9
	301SP17	FRENCH - ON Y VA IMP...			11	9			9
	301SU17	FRENCH - ON Y VA IMP...					8	7	7
	302AU16	LET'S SPEAK FRENCH - ...	11	13					13
	302SP17	LET'S SPEAK FRENCH - ...			11	12			12
	302SU17	LET'S SPEAK FRENCH - ...					8	13	13
	303AU16	GERMAN BEGINNERS	11	9					9
	303SP17	GERMAN BEGINNERS CON...			11	6			6
	303SU17	GERMAN BEGINNERS CON...					8	6	6
	304AU16	GERMAN IMPROVERS L1	11	11					11
	304SP17	GERMAN IMPROVERS L1			11	8			8
	304SU17	GERMAN IMPROVERS LEV...					8	9	9
	305AU16	GERMAN - INTERMEDIAT...	11	13					13
	305SP17	GERMAN - INTERMEDIAT...			11	15			15
	305SU17	GERMAN - INTERMEDIAT...					8	12	12
	306AU16	ITALIAN BEGINNERS	11	14					14
	306SP17	ITALIAN BEGINNERS C...			11	11			11
	306SU17	ITALIAN BEGINNERS C...					8	11	11
	307AU16	TALK SPANISH	11	14					14
	307SP17	SPANISH BEGINNERS			11	12			12
	307SU17	SPANISH BEGINNERS C...					8	12	12
	308AU16	WHO WERE YOUR GREAT ...	10	6					6
	309AU16	PAINTING FOR PLEASUR...	11	14					14
	309SP17	PAINTING FOR PLEASUR...			11	13			13
	309SU17	PAINTING FOR PLEASUR...					8	9	9
	310AU16	OIL AND ACRYLIC PAIN...	11	7					7
	311AU16	DRAWING/PAINTING	11	8					8
	311SP17	DRAWING/PAINTING			11	10			10
	311SU17	DRAWING/PAINTING WIT...					8	8	8
	312AU16	LINOCUT AND RELIEF P...	11	9					9
	313AU16	PAINT WORKSHOP GROUP	11	11					11
	313SP17	PAINT WORKSHOP GROUP			11	11			11
	313SU17	PAINT WORKSHOP GROUP					8	10	10
	314AU16	SEWING/DRESSMAKING F...	11	10					10

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	314SP17	SEWING/DRESSMAKING F...			11	10			10
	314SU17	SEWING/DRESSMAKING F...					8	10	10
	315AU16	JEWELLERY MAKING BEG...	11	10					10
	315SP17	JEWELLERY MAKING BEG...			11	8			8
	315SU17	JEWELLERY MAKING BEG...					8	9	9
	316AU16	JEWELLERY MAKING: IM...	11	13					13
	316SP17	JEWELLERY MAKING: IM...			11	13			13
	316SU17	JEWELLERY MAKING: IM...					8	12	12
	319SP17	WATERCOLOUR FLOWERS			11	10			10
	319SU17	WATERCOLOUR FLOWERS ...					8	10	10
	321SU17	BEGINNERS WATERCOLOU...					8	10	10
Thursday	401AU16	EN ROUTE - INTERMEDI...	11	7					7
	401SP17	EN ROUTE - INTERMEDI...			11	9			9
	401SU17	EN ROUTE - INTERMEDI...					8	8	8
	402AU16	TOUT EN FRANCAIS - I...	11	14					14
	402SP17	TOUT EN FRANCAIS - I...			11	12			12
	402SU17	TOUT EN FRANCAIS - I...					8	11	11
	403AU16	RENDEZ-VOUS AVEC LA ...	11	13					13
	403SP17	RENDEZ-VOUS AVEC LA ...			11	11			11
	403SU17	RENDEZ-VOUS AVEC LA ...					8	10	10
	404AU16	SPANISH - IMPROVERS ...	11	11					11
	404SP17	SPANISH - IMPROVERS ...			11	9			9
	405AU16	SPANISH - IMPROVERS ...	10	9					9
	405SP17	SPANISH - IMPROVERS ...			10	10			10
	405SU17	SPANISH - IMPROVERS ...					8	11	11
	406AU16	SPANISH - INTERMEDIA...	10	9					9
	406SP17	SPANISH - INTERMEDIA...			10	10			10
	406SU17	SPANISH - INTERMEDIA...					8	10	10
	407AU16	LATIN INTERMEDIATE	11	5					5
	407SP17	LATIN INTERMEDIATE			11	5			5
	407SU17	LATIN INTERMEDIATE					8	4	4
	408AU16	WRITING FICTION	11	14					14
	408SP17	WRITING FICTION			11	14			14
	408SU17	WRITING FICTION					8	11	11
	409AU16	FIVE WAYS INTO WRITI...	11	11					11

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	409SP17	FIVE WAYS INTO WRITI...			11	12			12
	409SU17	CREATIVE WRITING					8	11	11
	410AU16	JOURNEY INTO POETRY!	11	12					12
	410SP17	JOURNEY INTO POETRY!			11	10			10
	410SU17	JOURNEY INTO POETRY!					8	11	11
	411AU16	WINTER WORDS CLUB	11	13					13
	411SP17	WINTER WORDS CLUB			10	13			13
	412AU16	WRITING SHORT STORIE...	10	7					7
	413AU16	UNRAVELLING MORE TEX...	3	12					12
	413SP17	UNRAVELLING MORE TEX...			2	11			11
	414AU16	LIFE DRAWING	11	12					12
	414SP17	LIFE DRAWING			11	12			12
	414SU17	LIFE DRAWING					8	11	11
	415AU16	PILATES BEGINNERS	11	10					10
	415SP17	PILATES BEGINNERS			11	10			10
	415SU17	PILATES BEGINNERS					8	7	7
	416AU16	PILATES IMPROVERS	11	10					10
	416SP17	PILATES IMPROVERS			11	10			10
	416SU17	PILATES IMPROVERS					8	9	9
	417AU16	PILATES ALL LEVELS	11	10					10
	417SP17	PILATES ALL LEVELS			11	10			10
	417SU17	PILATES ALL LEVELS					8	10	10
	418AU16	PILATES BEGINNERS	11	10					10
	418SP17	PILATES BEGINNERS			11	10			10
	418SU17	PILATES BEGINNERS					8	9	9
	419AU16	PILATES BEGINNERS	11	10					10
	419SP17	PILATES BEGINNERS			11	9			9
	419SU17	PILATES BEGINNERS					8	7	7
	420AU16	DELVE DEEPER - 2ND Y...	11	8					8
	420SP17	DELVE DEEPER - 2ND Y...			11	6			6
	420SU17	DELVE DEEPER - 2ND Y...					8	8	8
	421AU16	DIGITAL PHOTOGRAPHY ...	11	7					7
	421SP17	DIGITAL PHOTOGRAPHY ...			11	8			8
	421SU17	TRAVEL PHOTOGRAPHY					8	6	6
	423SP17	BRUSHSTROKES OF HIST...			7	7			7

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	423SU17	FROM LES MISERABLES ...					7	12	12
	424SU17	PATCHWORK					8	5	5
Friday	501AU16	HABLAMOS MAS ESPANOL	10	11					11
	501SP17	HABLAMOS MAS ESPANOL			10	10			10
	501SU17	HABLAMOS MAS ESPANOL					8	11	11
	502AU16	HABLEMOS ESPANOL	10	10					10
	502SP17	HABLEMOS ESPANOL			10	10			10
	502SU17	HABLEMOS ESPANOL					8	9	9
	503AU16	LATIN IMPROVERS	11	3					3
	503SP17	LATIN IMPROVERS			11	5			5
	503SU17	LATIN IMPROVERS					8	3	3
	506AU16	MODERN BRITISH SCUPL...	10	16					16
	506SP17	ARCHITECTURE & ART O...			10	11			11
	506SU17	NINETEENTH CENTURY B...					8	11	11
	507AU16	ART WORKSHOP	11	14					14
	507SP17	ART WORKSHOP			11	14			14
	507SU17	ART WORKSHOP					8	13	13
	508AU16	PAINTING WITH VERSAT...	11	12					12
	508SP17	PAINTING WITH VERSAT...			11	12			12
	508SU17	PAINTING WITH VERSAT...					8	12	12
	509SP17	WATERCOLOUR FOR BEGI...			11	7			7
	510AU16	HATHA YOGA FOR EVERY...	10	17					17
	510SP17	HATHA YOGA FOR EVERY...			10	16			16
	510SU17	HATHA YOGA FOR EVERY...					8	15	15
	511AU16	MEDITATION BEGINNER...	10	9					9
	511SP17	MEDITATION BEGINNER...			10	8			8
	511SU17	MEDITATION BEGINNER...					8	7	7
	512AU16	MEDITATION - CONTINU...	10	10					10
	512SP17	MEDITATION - CONTINU...			10	9			9
	512SU17	MEDITATION - CONTINU...					8	9	9
	513AU16	TAI CHI	11	6					6
	514AU16	WRITE THE STORY OF Y...	10	10					10
	514SP17	WRITE THE STORY OF Y...			11	7			7
	514SU17	WRITE THE STORY OF Y...					8	8	8
Saturday	601AU16	RUSH BASKET MAKING	1	9					9

This report does not include cancelled Courses or Full and Full minus £6 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer		Total Enrolments:
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:	
	601SP17	BOOK FOLDING			1	9			9
	601SU17	LEARN HOW TO MAKE A ...					1	8	8
	602SP17	LEARN HOW TO MAKE A ...			1	8			8
	602SU17	BOOK FOLDING					1	7	7
	603SP17	MAKE A BAG			1	10			10
	604AU16	DIGITAL PHOTOGRAPHY ...	1	6					6
	604SP17	ACRYLIC LANDSCAPE PA...			1	10			10
	604SU17	THE BERLIN WALL					1	7	7
	605AU16	EXPRESSIVE WATERCOLO...	1	10					10
	606AU16	CRASH COURSE IN GERM...	1	5					5
	606SP17	DIGITAL PHOTOGRAPHY ...			1	10			10
	606SU17	PLAY THE SAX FROM SC...					1	6	6
	607AU16	ISLAMIC ART AND THE ...	1	7					7
	608AU16	BOOK FOLDING FOR BEG...	1	15					15
	608SP17	FLAMENCO DANCE TASTE...			1	22			22
	609AU16	LEARN HOW TO MAKE A ...	1	9					9
	609SP17	BURLESQUE DANCE TAST...			1	12			12
	610AU16	BEADED CHRISTMAS DEC...	1	7					7
	610SP17	MAJESTY OF THE MUGHA...			1	8			8
	610SU17	MORE JAPANESE FOLDED...					1	8	8
	611AU16	LEARN TO CROCHET	1	13					13
	611SP17	CLAY HEAD SCULPTURE			1	8			8
	611SU17	DRAWING AND PAINTING...					1	7	7
	612SP17	STREET PHOTOGRAPHY			1	7			7
	612SU17	KENILWORTH ENTERTAIN...					1	15	15
	613SP17	SPANISH FOR HOLIDAYS			1	10			10
	615SP17	CREATIVE WRITING - N...			1	8			8
	615SU17	DIGITAL PHOTOGRAPHY ...					1	7	7
	701AU16	ART VISIT	1	38					38
	701SP17	ART VISIT			1	34			34
Tues + Wed	617SU17	GERMAN FOR ABSOLUTE ...					2	10	10
Tues - Fri	620SU17	WRITER'S GREENHOUSE					4	8	8
Thur + Fri	618SU17	A CRASH COURSE IN DI...					2	5	5
Number of Courses-(278)				1,096		1,084		889	3,069

This report does not include cancelled Courses or Full and Full minus £6 students refunds