

Trustees' Report & Annual Accounts

Kidz R Us Community Project

Year Ending 31st March 2018

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## **Kidz R Us Community Project Trustees' Report**

For the year to 31st March 2018

The Trustees are pleased to present their report together with the financial statements of the charity for the year to 31st March 2018 and can confirm that the latter comply with the requirements of the Charities SORP 2015.

### **Reference and Administrative Details**

Registered name Kidz R Us Community Project

Registered charity number 1071443

Registered company number 3615141

### **Trustees**

The Trustees at 31st March 2018

Philip Barnett, William Fry, Ivor McClure, William Trevorrow and Angela Skitt.

There are no committees or sub-committees of the Trustees.

### Principal Address of the Charity

St Ives Theatre Lower Stennack

St Ives Cornwall TR26 1QG

### Bankers

HSBC Bank plc

1, Green Market Penzance Cornwall TR18 2SD

### Independent Examiner

Dick Maule

3 Penlee View Terrace, Penzance Cornwall TR18 4HZ

### Solicitor

CVC Solicitors

5D St Ives Business Park Penbeagle Industrial Estate

St Ives Cornwall TR26 2JH

## **Structure Governance and Management**

### **Governing Instrument**

Kidz R Us Community Project is a charitable trust and a company limited by guarantee, not having a share capital. The charity is governed by a memorandum and articles of association, registered by the Charities Commission on 13th August 1998 and amended on 26th November 2008.

The charity is governed by a board of Trustees, appointed by the existing Trustees on an open-ended tenure. An Annual General Meeting is held in September or October every year. There are no subordinate managerial committees.

### **Recruitment and Induction of Trustees**

Trustees are sought whose expertise and experience are relevant to the work of the charity and complement the skills of the existing Trustees. The appointment of a Trustee is made at a Trustees' meeting. Trustees are given copies of the Charity Commission publication: "Responsibilities of Charity Trustees". The charity's governing documents, its accounts and minutes of recent meetings: they are then given a tour of the premises and meet the management team.

### **Organisation**

The Trustees formulate policy. Operational control is managed by the Chair of the Trustees or an appointed trustee.

### **Risk Management**

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to its finances and operations (including health and safety issues) and they are satisfied that systems are in place to mitigate the Trust's exposure to such risks.

### **Charitable Purpose**

The object of the charity is the study and performance of the arts of music, drama and dance by young people and the encouragement of public appreciation of those arts.

The Trustees are granted wide powers to achieve these objects which are set out in the governing document. Inter alia, these relate to: productions, equipment, buildings, fund-raising and appointment of staff.

### **AIMS and Intended Impact**

The aims of Kidz R Us Community Project are:

1. To be a centre of excellence for musical theatre
2. To become the leading centre of opportunity in Cornwall for young people's creative development through the performing arts.
3. To improve continuously the quality and professionalism of the organisation.

The organisation exists to provide real and appreciable benefit to the community by developing skills and increasing confidence and maturity in young people; providing volunteering opportunities that are beneficial in the personal development of volunteers as well as the young people; and to provide year round entertainment for the resident and visiting population of West Cornwall.

### **Objectives for the Year**

The objectives for the year 2017-18 were to consolidate the existing work of the theatre group and to explore new avenues in fulfillment of the aims of the organisation, specially:

1. To consolidate and increase the opportunities for young people and adults from all backgrounds to participate in the highest quality performances.
2. To engage creative professionals and provide members with access to skills and experience that may not otherwise be available to them.
3. To appoint professional director/directors to aid/direct our four annual shows with a view to increasing the professionalism of the productions.

4. To consolidate our core activities and to build on our reputation as a centre of excellence for musical theatre.

5. To develop our theatre building to improve the facilities available.

### **Strategies to Achieve the Year's Objectives**

These objectives were met by a focus on performance development and professional tutoring; a fundraising campaign to recruit a professional director; and the design of new kitchen facilities and new flooring for the two rehearsal rooms.

### **Principal Activities of the Year**

Our principal activities this year consisted of three major musicals, one pantomime and various concerts.

We continued our four-day February workshop course.

Subscription membership of the organization was maintained at a level of approximately 80 young people.

### **Review of Achievements and Performance of the Year**

#### **Review of Activities**

#### **Own Productions and initiatives**

Kidz R Us Community Project presented four major productions this year. We produced Sister Act, Our House and Disney's Aladdin Junior.

At Christmas, we presented Jack and the Beanstalk, a traditional pantomime which was very popular with cast and audiences alike and involved both the older and younger groups.

We also presented Phil & Friends at Christmas 2017, featuring company members and various local soloists and musicians. This was well attended and enjoyed by a total audience of over 300.

The February workshops continued to do well, with 70 young people attending the four days of classes in acting, dancing and singing. Feedback from participants was either excellent or good.

#### **Other Productions**

We welcomed several visiting productions this year.

**Other Activities**

St Ives Over 60s Club – Tuesday every week from October to March

Pilates Class – every Thursday

Christmas Bazaar – Fundraising event

Farmers Market – Occasionally when St Ives Guildhall is in use

Several fundraising Quiz nights.

Noda Academy – Workshops

**Repairs and Improvements**

We invested £43,729.21 in the purchase of LED screens which, in the long run, will save considerable expenditure on scenery. A complete refit of the kitchen room incurred costs of £20,550.41, repairs to the roof totaled £4,800.00 and a further £1,253.11 was spent on general maintenance.

**Marketing**

Our marketing presence continued to grow by regular targeted advertising, a wider circulation of leaflets, PR and the continued development of a Facebook page and Twitter.

**Volunteering**

Kidz R Us Community Project is only able to function effectively because of the dedication of numerous volunteers who give freely of their time and skills to support the work of the charity and the young people it exists to serve.

This year, over 170 volunteers have given generously of their time, contributing approximately 36,000 hours of work to the organisation, which is the equivalent of employing 20 full-time staff.

**Public Benefit**

In planning our activities for the year, the Trustees kept in mind the Charity Commission's Guidance on Public Benefit.

Training for young people through productions, concerts, classes and workshops was designed to improve self-confidence, teamwork and social skills as well as the discipline of learning practical stagecraft.

### **Investment Performance Against Objectives**

The Trustees may make any kind of investment which they could make if they were absolutely entitled to the assets of the charity. In exercising the power of investment conferred upon them, the Trustees must have regard to:

1. The suitability to the charity of investments of the same kind as any particular investment proposed to be made or retained and of that particular investment as an investment of that kind.
2. The need for diversification of investments of the charity, in so far as appropriate to the circumstances of the charity.

The current policy of the Trustees is to keep their reserves on short term deposit and then apply them to the purposes for which they are intended. Investments generated interest receivable of £48.98.

### **Financial Review and Results for the Year**

- a. The trustees do not believe that any material difference between the book values and actual values of assets which may exist has any material effect on the ongoing activities of the Trust.
- b. The detailed results are set out on pages 12 to 17 and show net expenditure for the year of -£5,539 [2017:-£31,122]
- c. The Trustees confirm the availability of assets to fulfill the obligations of the charity without recourse to borrowing. No events have occurred since the end of the financial year that materially affects the position of the Trust.
- d. Donations and fund raising totalled £33,678 [2017: £26,960].
- e. The Trustees thank all the many donors who have supported Kidz R Us Community Project throughout the year, in particular those who made Gift Aid donations. Without funds raised in that way, we would be able to do considerably less for the young people of the area.

### **Reserves Policy**

All the charity's income has been used in pursuance of its objectives as set out above.

The Trustees seek sufficient cash reserves to fund the ongoing maintenance of Kidz R Us Community Project and fund ongoing productions for the ensuing year in order to satisfy the objectives of the charity. The policy on reserves is reviewed each year. The actual free reserves (that is those funds not tied up in fixed assets and restricted funds) at 31st March 2018 amounted to £32,792 [2017:£69,103].

#### **Plans for Future Periods**

In 2018/19 we plan to continue to consolidate the core activities of Kidz R Us Community Project, to develop the skills of young performers and to create musical shows of the highest quality. The productions we hope to perform are yet to be decided and the Christmas pantomime will be The Snow Queen. We are planning to do a skills audit for our board of trustees with a view to recruiting more trustees to plug the existing gaps and skills shortfalls.

#### **Trustees' Responsibilities Statement - Charitable Company**

The trustees (who are also directors of Kidz R Us Community Project for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.



The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

#### **Statement of Disclosure to Independent Examiner**

So far as the Trustees are aware, there is no relevant information of which the charity's Independent Examiner is aware. Additionally, the Trustees have taken all the necessary steps that they ought to have taken as Trustees in order to make themselves aware of all relevant information and to establish that the Charity's Independent Examiner is aware of that information.

By order of the Trustees:-

Philip Barnett.....Trustee

Angela Skitt .....Trustee

**29<sup>th</sup> November 2018**

## **Independent Examiner's Report to the Trustees of Kidz R Us Community Project**

I report on the accounts of the company for the year ended 31<sup>st</sup> March 2018 which are set out on pages 11 to 17

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 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 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 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 section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

*Dick Maule FCA*  
*3 Penlee View Terrace, Penzance, TR18 4HZ*  
*Date*

## Kidz R Us Community Project

### Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2018

	Notes	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	2017 £
<b>Income</b>					
Donations and fund raising		33,678	-	33,678	26,960
Subscriptions		14,764	-	14,764	11,775
Interest receivable		50	-	50	62
Miscellaneous income		2,491	-	2,491	859
			-		
<b>Income from charitable activities</b>			-		
Grants and contracts		10,750	-	10,750	10,500
Income from activities	[11]	<u>163,066</u>	<u>-</u>	<u>163,066</u>	<u>147,002</u>
<b>Total Income</b>		<u>224,799</u>	<u>-</u>	<u>224,799</u>	<u>197,157</u>
<b>Expenditure</b>					
Charitable activities	[10]	<u>230,338</u>	<u>-</u>	<u>230,338</u>	<u>228,279</u>
<b>Total Expenditure</b>		<u>230,338</u>	<u>-</u>	<u>230,338</u>	<u>228,279</u>
<b>Net income/[expenditure]</b>		(5,539)	-	(5,539)	(31,122)
Total funds at 1st. April 2017		<u>228,457</u>	<u>74,962</u>	<u>303,419</u>	<u>334,541</u>
Total funds at 31st. March 2018		<u><u>222,918</u></u>	<u><u>74,962</u></u>	<u><u>297,880</u></u>	<u><u>303,419</u></u>

## Kidz R Us Community Project

### Balance sheet as at 31st. March 2018

	Notes	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	(2)	191,126	<u>159,354</u>
<b>Current assets</b>			
Debtors and prepayments	(4)	-	-
Cash at bank and on hand		<u>107,938</u>	<u>144,815</u>
		<u>107,938</u>	<u>144,815</u>
<b>Current liabilities</b>			
Creditors: amounts falling due within 12 months	(3)	<u>(1,184)</u>	<u>(750)</u>
<b>Net Current assets</b>		<u>106,754</u>	<u>144,065</u>
<b>Net assets</b>		<u>297,880</u>	<u>303,419</u>
<b>Unrestricted funds</b>			
General funds		31,792	69,103
Designated funds	(8)	191,126	159,354
<b>Restricted funds</b>	(8)	<u>74,962</u>	<u>74,962</u>
<b>Total funds</b>		<u>297,880</u>	<u>303,419</u>

For the year ended 31st March 2018

The company was entitled to the exemption from audit under section 477[2] of the Companies Act 2006

The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of the accounts.

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

These financial statements were approved by the Trustees on.....

On behalf of the Trustees .....

dated:-

## **Kidz R Us Community Project**

### **Notes to the accounts for the year ended 31st. March 2018**

#### **(1) Principal Accounting Policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

##### **(a) Basis of preparation**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, as updated by Update Bulletin 1 issued on 2 February 2016, the Companies Act 2006 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

##### **(b) Fund accounting**

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

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

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

##### **(c) Income**

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### **(d) Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

## Kidz R Us Community Project

### Notes to the accounts for the year ended 31st. March 2018

#### (e) Fixed assets

Technical items are depreciated at 20% per annum on the straight line basis.

Other tangible fixed assets are written off over the expected useful life of the asset, at 10% per annum on the straight line basis for all items costing over £500.

In order to comply with FRS102 and SORP 2015 the trustees have begun depreciating the building at 2% p.a..

#### (2) Tangible Fixed Assets

	Freehold Property £	Office Fittings & equipment £	Total £
Cost			
balance brought forward	163,750	109,206	272,956
additions in the year	-	43,729	43,729
	<u>163,750</u>	<u>152,935</u>	<u>316,685</u>
Depreciation			
balance brought forward	6,550	107,052	113,602
charge for the year	3,275	8,682	11,957
	<u>9,825</u>	<u>115,734</u>	<u>125,559</u>
Net book value at 31st. March 2018	<u>153,925</u>	<u>37,201</u>	<u>191,126</u>
Net book value at 31st. March 2017	<u>157,200</u>	<u>2,154</u>	<u>159,354</u>

#### (3) Creditors

	2018 £	2017 £
Falling due within 12 months		
Sundry creditors	<u>1,184</u>	<u>750</u>

#### (4) Debtors and prepayments

Sundry debtors and prepayments	<u>-</u>	<u>-</u>
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#### (5) Capital commitments and contingent liabilities

There are none this year.

# Kidz R Us Community Project

## Notes to the accounts for the year ended 31st. March 2018

### (6) Employee information

	2018	2017
Number of employees	-	1
No employee received emoluments of more than £60,000.		

	£	£
Salaries and wages	-	9,490
Social security costs	-	-
	<u>-</u>	<u>9,490</u>

### (7) Trustees information

Trustees remuneration and expenses	<u>-</u>	<u>-</u>
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The trustees received no remuneration in the year.

### (8) Movements in funds

	brought forward £	received in year £	utilised in year £	transfers £	carried forward £
<b>Restricted funds</b>					
Purchase of Backpackers hostel	<u>74,962</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>74,962</u>
<b>Unrestricted funds</b>					
Designated funds					
Fixed asset reserve	<u>159,354</u>	<u>-</u>	<u>-</u>	<u>31,772</u>	<u>191,126</u>
<b>General funds</b>	<u>69,103</u>	<u>224,799</u>	<u>(230,338)</u>	<u>(31,772)</u>	<u>31,792</u>

Amounts relating to expenditure from the general fund for further equipment and property purchase and depreciation on the equipment are transferred annually.

### (8) Movements in funds-comparatives

	brought forward £	received in year £	utilised in year £	transfers £	carried forward £
<b>Restricted funds</b>					
Purchase of Backpackers hostel	<u>76,549</u>	<u>-</u>	<u>(1,587)</u>	<u>-</u>	<u>74,962</u>
<b>Unrestricted funds</b>					
Designated funds					
Fixed asset reserve	<u>164,784</u>	<u>-</u>	<u>-</u>	<u>(5,430)</u>	<u>159,354</u>
<b>General funds</b>	<u>93,208</u>	<u>197,157</u>	<u>(226,691)</u>	<u>5,430</u>	<u>69,103</u>

## Kidz R Us Community Project

### Notes to the accounts for the year ended 31st. March 2018

#### [9] Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total
	£	£	£	£
Tangible fixed assets	-	191,126	-	191,126
Current assets	32,976	-	74,962	107,938
Current liabilities	<u>(1,184)</u>	<u>-</u>	<u>-</u>	<u>(1,184)</u>
Net assets at 31st March 2018	<u>31,792</u>	<u>191,126</u>	<u>74,962</u>	<u>297,880</u>

#### [10] Expenditure

	Charitable activities	Total
	£	£
Wages	-	9,490
Costs of performances	102,153	106,914
Water charges	1,286	1,694
Insurance and licenses	3,717	3,258
Post, photocopier and stationery	545	803
Light, heat and telephone	5,435	9,401
Repairs, cleaning and maintenance	18,053	13,709
Bank charges	770	1,818
Independent examiner's fees	750	750
Depreciation	11,957	5,430
100 club	1,440	1,385
Advertising	7,419	10,019
Bar costs	28,011	27,978
Fund raising	688	600
IT	4,325	3,843
Miscellaneous	668	417
Training	740	905
Trustees expenses	297	-
Non capitalised equipment	25,351	14,547
Consultancy	-	-
Donations refunded	-	1,587
Storage	9,342	8,015
Workshop and wardrobe	<u>7,391</u>	<u>5,716</u>
	<u>230,338</u>	<u>228,279</u>

#### [11] Income

Income from activities		
Premises hire	2,530	2,480
Workshops	2,263	2,860
Equipment hire	6,613	4,179
Box office and programmes	<u>151,660</u>	<u>137,483</u>
	<u>163,066</u>	<u>147,002</u>



# Kidz R Us Community Project

## Notes to the accounts for the year ended 31st. March 2018

### (12) Analysis of prior year funds

#### Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2017

	Unrestricted Funds	Restricted Funds	Total Funds	
	2017	2017	2017	2016
	£	£	£	£
Income				
Donations and fund raising	26,960	-	26,960	51,507
Subscriptions	11,775	-	11,775	11,305
Interest receivable	62	-	62	49
Miscellaneous income	859	-	859	1,264
		-		
Income from charitable activities		-		
Grants and contracts	10,500	-	10,500	6,600
Income from activities [11]	<u>147,002</u>	<u>-</u>	<u>147,002</u>	<u>163,331</u>
Total Income	<u>197,157</u>	<u>-</u>	<u>197,157</u>	<u>234,055</u>
Expenditure				
Charitable activities [10]	<u>226,691</u>	<u>1,587</u>	<u>228,279</u>	<u>197,189</u>
Total Expenditure	<u>226,691</u>	<u>1,587</u>	<u>228,279</u>	<u>197,189</u>
Net income/[expenditure]	(29,534)	(1,587)	(31,122)	36,866
Total funds at 1st. April 2016	<u>257,992</u>	<u>76,549</u>	<u>334,541</u>	<u>297,675</u>
Total funds at 31st. March 2017	<u>228,457</u>	<u>74,962</u>	<u>303,419</u>	<u>334,541</u>