



Charity Number: 1148438  
Standard registration  
6<sup>th</sup> August 2012 onwards

Annual Report and Financial Statements to 31<sup>st</sup> May 2018

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## Reference and Administrative Information

As at 31<sup>st</sup> May 2018

Charity Number: 1148438 Standard registration

Started: 6<sup>th</sup> August 2012

Address: Big Picture Charity Films, 100 Ernest Road, Wivenhoe, Essex.  
CO7 9LJ  
Tel: 01206 824549  
Email: [info@bigpicturecharityfilms.org](mailto:info@bigpicturecharityfilms.org)  
Website: <http://www.bigpicturecharityfilms.org/>

Trustees: Steve Higgins (Chairperson)  
Mark Russell (Treasurer)  
Dave Gentry (Secretary)  
Pip Higgins  
Peter Hassard  
Tim Abbott

Bank: CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
ME19 4JQ

Independent Examiner: Sarah Large BSc (Hons) CAT  
4 St Clement Road  
Colchester  
CO4 0LN

## **Trustee's Report**

For the Year Ended 31<sup>st</sup> May 2018

The Trustees present their annual report for the year ended 31<sup>st</sup> May 2018, incorporating the Reference and Administrative information on Page 1.

### Structure Governance and Management

The Trust was established by Trust Deed on the 4<sup>th</sup> August 2012 and was registered by the Charity Commission on 8<sup>th</sup> August 2012. Under the Deed the power to appoint Trustees, of which there shall be at least four, is vested in the existing Trustees. The Trustees met 5 times during the year in pursuance of our objectives.

### Objectives and Activities

The objectives of the charity are: the promotion of the voluntary sector for the public benefit by the production of films which promote volunteering and the voluntary sector.

BPCF works exclusively within the charity and voluntary sector producing short promotional films, viral campaigns and documentaries, we aim to raise awareness of those who suffer with poverty, disability, illness or social deprivation by highlighting these people and those who do such fantastic works supporting them, we are trying to educate others and thereby engender support and empathy.

### Financial Review

The financial statements are included in this Report for the year and the financial situation at 31<sup>st</sup> May 2018. The Trustees are encouraged by the strong financial foundation established in less than five years and look forward to making more high quality films that promote volunteering and the voluntary sector in the future.

### Trustees responsibilities

Charity Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity for that year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and the apply them consistently
- Observe the methods and principles of the Charities SORP
- Make judgements and estimates that are reasonable and prudent and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The Trustees have had regard to the public benefit general guidance issued by the Charity Commission. They believe that the description of the Charity's activities in this annual report evidences that those activities carry out the Charity's aims for the public benefit.

On behalf of the Trustees,

**Steve Higgins (Chairperson)**

BPCF

## **Chairperson's Report**

For the Year Ended 31<sup>st</sup> May 2018

At the core of our work is making films for other charities that promote the work of volunteers and the voluntary sector. During the year we have made films for:

Birch Hall  
CVS Tendring  
Jonas Centre  
Wellies On  
Greenbelt Festival YMCA  
East 2 West  
YMCA Youth Matters Awards  
Robin Cancer Trust/Baggy trousers  
St Helena Hospice Christmas Film  
I am whole campaign - YMCA England  
Healthwatch Care Maze films x 4  
St. Paul's Cathedral event - YMCA  
Gt. Bentley Wellbeing Hub  
Air Ambulance Patient Stories x 2  
Early intervention in Psychosis - Josh/Fabi x 2  
Whoopsadaisy  
Histio Patient Stories x 4  
Wellbeing of Women  
Action for Children  
Open Door  
CoHoC Head Shave fundraising appeal  
The Bond Board x 4  
Air Ambulance CQC report  
Joel's story - YMCA England  
Children's ward admission film

One of the key aims of BPCF since we started in 2012 was to increase the variety of films we made and, as can be seen by the list above, we are starting to achieve that. Many of these films can be seen at the BPCF website <http://www.bigpicturecharityfilms.org/> or the specific charity website.

The Trustees would like to say a big thank you to all our friends and donors who have supported our fundraising events during the year. We held our ever increasingly popular quiz night which this year was held on two evenings. We also embarked on a Three Peaks Lake District Challenge, originally planned for May 2018, but in the end completed in July 2018. The Trustees would also like to thank those individuals who support BPCF with regular and one-off donations. Without your support we wouldn't have been able to finance the films we have made. You really are helping make a difference, one film at a time!

The Trustees made the decision to give 10% of our annual income to other charities. For this year, BPCF gave a donation to: Beacon House Colchester, Jigsaw South East and Watoto Uganda. We continued to give to Cry in the Dark, in support of their young people sponsorship project.

## **Independent Examiner's report to the Trustees of Big Picture Charity Films**

This report on the financial statements of the trustees for the year ended 31<sup>st</sup> May 2018, which are set out on the attached pages, is in respect of an examination carried out in accordance with section 43 of the Charities Act 1993 ("the Act").

### **Respective responsibilities of the Trustees & the Examiner**

As Trustees, you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulation and section 43 (2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

### **Basis of Independent Examiners report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act. That examination includes a review of the accounting records kept by the trustees & a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements & seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, & consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

- (1) which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare financial statements, which accord with these accounting records & comply with requirements of the 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.



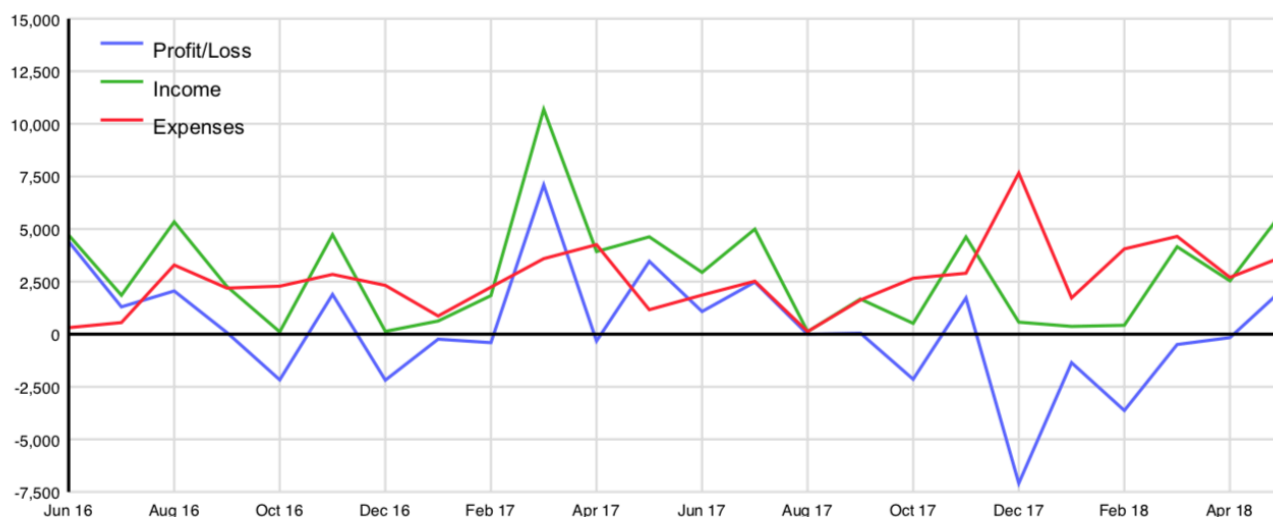
Sarah Large BSc (Hons) CAT  
4 St Clement Road  
Colchester  
Essex CO4 0LN  
17<sup>th</sup> March 2019

# Executive Summary

Report comparing FY 2017 and FY 2018

	FY 2018 (£)	FY 2017 (£)	Variance
<b>Cash</b>			
<b>Cash Flow From Operations</b>			
Cash in	28,735.32	40,846.92	(29.7%)
Cash out	(36,153.21)	(25,894.77)	(39.6%)
Net cash surplus (deficit)	(7,417.89)	14,952.15	(149.6%)
<b>Cash Summary</b>			
Net cash movements	(7,417.89)	14,952.15	(149.6%)
Closing cash balance	42,560.84	49,978.73	(14.8%)
<b>Profitability</b>			
Cost of sales	(21,596.50)	(15,186.90)	(42.2%)
Gross profit (loss)	(21,596.50)	(15,186.90)	(42.2%)
Other income	28,713.22	40,804.79	(29.6%)
Administrative expenses	(9,336.71)	(8,462.87)	(10.3%)
Finance income	22.10	42.13	(47.5%)
Finance costs	(5,220.00)	(2,245.00)	(132.5%)
Profit (loss)	(7,417.89)	14,952.15	(149.6%)
<b>Balance Sheet</b>			
Assets	42,560.84	49,978.73	(14.8%)
Net Assets	42,560.84	49,978.73	(14.8%)

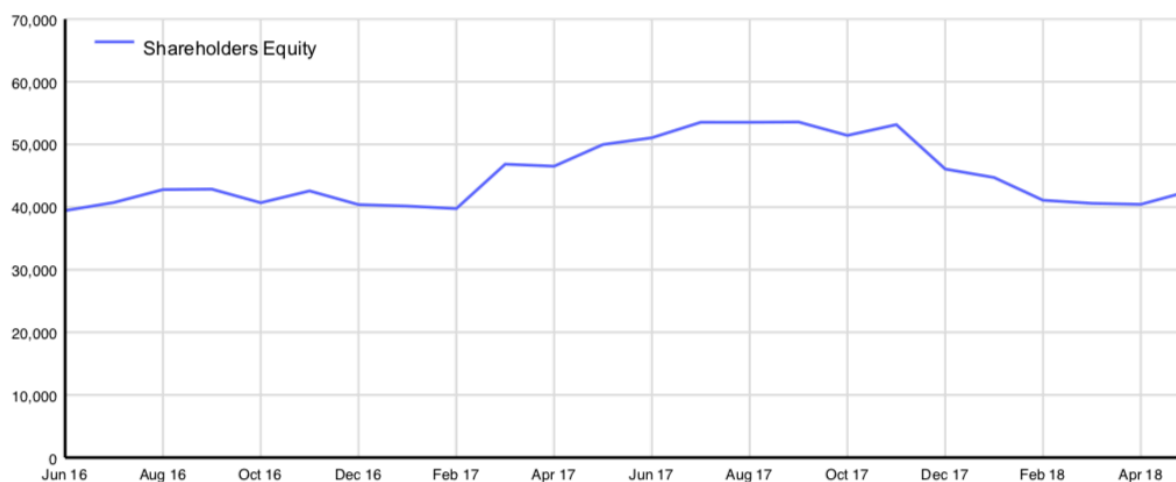
## Profit & Loss



# Report comparing FY 2017 and FY 2018

	FY 2018 (£)	FY 2017 (£)	Variance
<b>Cost of sales</b>			
Labour	-	(101.40)	100%
Materials	(21,596.50)	(15,085.50)	(43.2%)
<b>Total Cost of sales</b>	<b>(21,596.50)</b>	<b>(15,186.90)</b>	<b>(42.2%)</b>
<b>Gross Profit</b>	<b>(21,596.50)</b>	<b>(15,186.90)</b>	<b>(42.2%)</b>
<b>Administrative expenses</b>			
Rent and rates			
Rent and rates	(4,975.00)	(2,182.50)	(127.9%)
<b>Total Rent and rates</b>	<b>(4,975.00)</b>	<b>(2,182.50)</b>	<b>(127.9%)</b>
Communications			
Internet	(797.16)	(286.08)	(178.6%)
<b>Total Communications</b>	<b>(797.16)</b>	<b>(286.08)</b>	<b>(178.6%)</b>
General administration			
Subscriptions	(293.69)	(15.00)	(1857.9%)
Postage and packaging	(18.30)	-	-
<b>Total General administration</b>	<b>(311.99)</b>	<b>(15.00)</b>	<b>(1979.9%)</b>
Travel			
Travel	(2,874.92)	(2,169.55)	(32.5%)
Big Ben Walk Expenses	-	(47.98)	100%
Antwerp Challenge Expenses	-	(3,511.38)	100%
<b>Total Travel</b>	<b>(2,874.92)</b>	<b>(5,728.91)</b>	<b>49.8%</b>
Advertising			
Advertising	(237.60)	-	-
Marketing	(140.04)	(250.38)	44.1%
<b>Total Advertising</b>	<b>(377.64)</b>	<b>(250.38)</b>	<b>(50.8%)</b>
<b>Total Administrative Expenses</b>	<b>(9,336.71)</b>	<b>(8,462.87)</b>	<b>(10.3%)</b>
<b>Finance costs</b>			
Finance expense			
Bank charges	(60.00)	(35.00)	(71.4%)
<b>Total Finance expense</b>	<b>(60.00)</b>	<b>(35.00)</b>	<b>(71.4%)</b>
Giving			
Charitable Giving	(5,160.00)	(2,210.00)	(133.5%)
<b>Total Giving</b>	<b>(5,160.00)</b>	<b>(2,210.00)</b>	<b>(133.5%)</b>
<b>Operating Profit</b>	<b>(36,153.21)</b>	<b>(25,894.77)</b>	<b>(39.6%)</b>
<b>Other income</b>			
Big Ben Challenge Income	-	80.00	(100%)
Antwerp Challenge Income	-	2,771.00	(100%)
Donation - Gift Aid	1,713.43	11,655.99	(85.3%)
Donations - Non Gift Aid	1,040.96	2,792.00	(62.7%)
Donations - From Films Produced	21,531.46	20,981.00	2.6%
BPCF Fundraising	3,536.00	2,524.80	40.1%
Other income	886.37	-	-
Reclaimed expenses	5.00	-	-
<b>Total Other income</b>	<b>28,713.22</b>	<b>40,804.79</b>	<b>(29.6%)</b>
<b>Finance income</b>			
Interest income	22.10	42.13	(47.5%)
<b>Total Finance income</b>	<b>22.10</b>	<b>42.13</b>	<b>(47.5%)</b>
<b>Profit Before Tax</b>	<b>(7,417.89)</b>	<b>14,952.15</b>	<b>(149.6%)</b>
<b>Net Profit</b>	<b>(7,417.89)</b>	<b>14,952.15</b>	<b>(149.6%)</b>

# Balance Sheet



## Report comparing FY 2017 and FY 2018

	FY 2018 (£)	FY 2017 (£)	Variance
<b>Current assets</b>			
Cash			
CAF Cash Account	4,421.76	12,361.75	(64.2%)
CAF Gold Account	38,139.08	37,616.98	1.4%
<b>Total Cash</b>	<b>42,560.84</b>	<b>49,978.73</b>	<b>(14.8%)</b>
<b>Net Assets</b>	<b>42,560.84</b>	<b>49,978.73</b>	<b>(14.8%)</b>
<b>Equity</b>			
Retained earnings	49,978.73	35,026.58	42.7%
Net profit	(7,417.89)	14,952.15	(149.6%)
<b>Total Equity</b>	<b>42,560.84</b>	<b>49,978.73</b>	<b>(14.8%)</b>
<b>Shareholders Equity</b>	<b>42,560.84</b>	<b>49,978.73</b>	<b>(14.8%)</b>