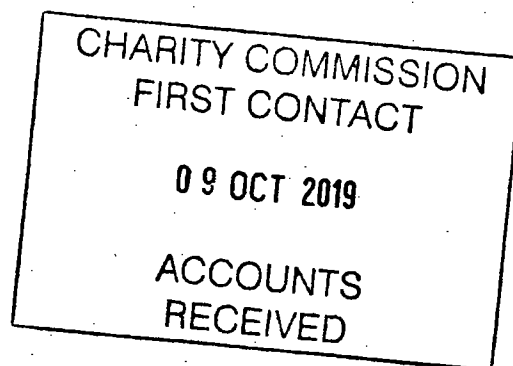


REGISTERED COMPANY NUMBER: 02960157 (England and Wales)
REGISTERED CHARITY NUMBER: 1040321

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2019
for
Creative Arts East



Argents Accountants Limited
Statutory Auditors
Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT

Creative Arts East

Contents of the Financial Statements for the year ended 31 March 2019

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Creative Arts East

Chair's Report for the year ended 31 March 2019

2018/19 has been another successful year for Creative Arts East, the organisation having completed the first year of its 4-year National Portfolio Organisation (NPO) funding agreement which runs to 2022.

With continued investment from Spirit of 2012, Youth Music and Esmeé Fairbairn, the team have made great strides in the development of our work and as a result we have gained greater profile, including a Rural Business Award 2018, Regional Winner - East. Moreover, with funding from Arts Council England, through their Catalyst Evolve programme, we have pushed ahead on opportunities to diversify our income streams through new philanthropic giving, corporate sponsorship and private donations, launching a public fundraising campaign in September 2018 to celebrate our 25th anniversary in August 2019.

It has been a pleasure to work alongside the team as they grow and evolve these strategic plans and raise the profile of the organisation. Towards the end of 2018 we welcomed a new Finance Manager, Jo Knowlden, into the team and I would like to thank both Jo and her predecessor for completion of a smooth and expert handover.

We held a successful Board and staff Awayday during the year. In addition, I attended many of the regular staff meetings and, together with the Treasurer and other Board Members, chaired the Staffing and Finance Committee which met regularly to oversee the detailed running of the budget and to ensure effective management was maintained. Both myself and other Board members represented the organisation at key events and meetings throughout the year and set ourselves a fundraising goal towards the anniversary campaign.

We are grateful for the continued and essential backing of our funders and supporters and we look forward to next year and the opportunities it presents. I am confident that working closely together the Board and the staff have both the skills and dedication to face the future with confidence.

Pat Holtom
Chair



Creative Arts East

Report of the Trustees for the year ended 31 March 2019

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 31 March 2019. The trustees have adopted the provisions of 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) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Summary of the objects of the charity

The purposes of the charity are the promoting, maintaining, improving and advancing of education within the community at large, and particularly in the rural areas of Norfolk, through the promotion, production, performance and encouragement of the arts (defined as the performing, visual, media, plastic or written arts). In furtherance of such objects the charity shall have power:

- to co-operate and enter into agreements or arrangements with any authorities, national, local or otherwise, international bodies, parish councils, village hall committees, schools, churches, arts centres, theatres, clubs, societies, charitable trusts and other similar bodies and individuals;
- to cause to be held exhibitions, meetings, lectures, classes, seminars, courses, performances, workshops, excursions, entertainments and broadcasts either alone or with others;
- to cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, periodicals, magazines, books, leaflets or other documents or films or recorded tapes or other technology-based media.

These objects set out the breadth of activity that Creative Arts East may undertake and the collaborative approach that lies at the heart of the organisation. They also define the peripatetic nature of the activities, and the centrality of learning about, and through, the arts to enrich and improve the quality of life of the whole community. To this end Creative Arts East's mission is "To increase people's enjoyment, skills and health through the power of the arts".

Our main aims are to -

- To inspire people to expand their individual creativity and broaden their cultural horizons
- To empower adults and young people to join together to enrich their communities
- To enhance the wellbeing of individuals within rural and disadvantaged communities
- To raise the skills and/or aspirations of rurally isolated and disadvantaged individuals and communities
- To be a highly efficient, innovative and effective organisation

We focus on engaging those communities or its members who face geographical, physical or other barriers to participating in the cultural life of the area and do this by providing a range of activities that take place on an outreach basis in a wide variety of locations. Mostly targeted at those who are disadvantaged and provided free of charge, where charges are made for activities these are kept as low as possible and concessions provided to ensure wide accessibility. In doing so the trustees have had due regard to the Charity Commission's general guidance on public benefit and to its supplementary guidance on fee charging.

Summary of the main activities in relation to these objects

Our strategy is to deliver activities that benefit the public through two major strands of work in order to fulfil our aims. These are:-

1. The delivery of core community touring work. In partnership with local authorities and voluntary groups in Norfolk and Suffolk we organise highly successful community touring schemes, bringing professional performing artists and an eclectic programme of films into rural communities.

2. The delivery of a portfolio of learning projects using the arts as a tool for engagement in partnership with private, public and voluntary sector stakeholders.

Creative Arts East

Report of the Trustees for the year ended 31 March 2019

OBJECTIVES AND ACTIVITIES

Significant activities

Summary of the main achievements of the charity during the year

1. The delivery of core community touring work.

Rural and community touring across Norfolk and Suffolk remains a core priority for Creative Arts East (CAE). Throughout 2018/2019 CAE has continued to sustain and build upon previous achievements for this area of work, enabling people to engage with arts and culture in rural and disadvantaged areas at least 40,000 times through rural touring activities. Taking artists and cultural activities to communities is environmentally responsible, whilst using community venues contributes to their sustainability and to the vibrancy of community life. Overall the purpose of CAE's rural touring work is to provide memorable, uplifting and enjoyable cultural experiences that enrich community life, and embed into those communities the skills and knowledge to make things happen. Specifically:

Creative Arts East Live! continued to support 40+ grassroots voluntary groups and community venues with training, marketing assistance and financial subsidy alongside bespoke programmes of professional live performance and specially commissioned new work, including outdoor performance for market towns. The scheme enabled over 80 events to take place in this year.

Creative Arts East Screen, the touring cinema scheme, continued to grow in reach and interest. The scheme supported a network of 50+ voluntary groups organising cinema screenings to delight local audiences. Groups select feature films on general release, archive films and shorts, and screen them in village halls and community venues. To support these activities CAE provided access to properly maintained sound and projection equipment and demountable screens, technical training, programming help, marketing support and a web-based booking system. Throughout the year over 600 events took place across Norfolk and Suffolk.

The work of the Creative Arts East's Live! and Screen schemes has continued to thrive thanks to ongoing investment by Norfolk County Council alongside contributions from Broadland, South Norfolk, Breckland, Kings Lynn & West Norfolk, Forest Heath, Mid-Suffolk and Babergh District Councils.

2017/18 was the final year of CAE's first 3-year National Portfolio agreement with Arts Council England, during which time the charity had successfully achieved its stated goals. In July 2017, the organisation secured another four-year National Portfolio Organisation (NPO) agreement from Arts Council England (ACE) beginning in April 2018 till March 2022.

2. The delivery of a portfolio of learning projects using the arts as a tool for engagement.

Alongside its core rural touring activities CAE develops and manages a portfolio of participatory and developmental projects. Project delivery remains a necessary element of the Creative Arts East financial model, the income from which, in conjunction with essential local authority investment, underwrites the costs of core rural touring activities. As such the Charity continued to manage a wide portfolio of project activity during 2018/2019 that provided learning opportunities, health and wellbeing interventions and volunteer development activities to communities and individuals across East Anglia.

Much of the project delivery taking place in 2018/2019 was firmly aligned to the core touring activities as identified above, including two large-scale linked projects - Create, Promote Encourage Music, a young promoter training scheme funded by Youth Music, and Inn Crowd, touring live literature to rural pubs funded by Arts Council England. The Creative Arts East Screen scheme also continued to attract investment in both the strategic and artistic development of its portfolio, with project funders including the British Film Institute (BFI). In addition, there remained a strong focus on delivering projects where the emphasis supported the cultural education of people who face barriers to participations, in particular the delivery of the increasingly popular 'Our Day Out' programme funded by Spirit of 2012 - an inclusive older peoples programme of music and dance participation, with specific emphasis on reaching those living with dementia and their carers and other more isolated older people.

Public benefit

In planning activities for the year under review the Trustees kept in mind the Charity Commission's guidance on Public Benefit at meetings, when exercising powers or performing duties in their roles. The activities outlined above in this report provide examples of how the charity has sought to further its charitable purposes for the benefit of the general public. The Trustees believe passionately that the delivery of our work as outlined on page 3 benefits a significant section of the general public in Norfolk and Suffolk.

Creative Arts East

Report of the Trustees for the year ended 31 March 2019

OBJECTIVES AND ACTIVITIES

Our volunteers

Creative Arts East thrives and succeeds thanks to its close relationship with volunteers and voluntary groups across Norfolk and Suffolk. They constitute the 100+ promoting groups of the community touring schemes described above and are involved in many of the charity's participatory projects. Between them they donated at least 9,000 hours of time during 2018/19. Evaluation reports and promoter meetings are held every year to gather feedback and ensure that the service provided is effective and of a high standard.

Creative Arts East has provided work experience, voluntary placements, internships and apprenticeships for students and workless adults throughout the year.

Our artistic values

Our artistic aims are to inspire people to expand their individual creativity, broaden their cultural horizons and join together to create culturally rich, diverse and inclusive communities.

In selecting companies and performers for community touring CAE strives to achieve balanced programmes, ensuring representation of a wide range of art forms including drama, dance, jazz, folk, classical and roots music, opera, physical theatre, puppetry, live literature, storytelling, and cross art-form collaborations, which will appeal to all sections of the community. Work by culturally diverse (including BME and disability-led) and international companies and performers is offered alongside more mainstream work.

Care is taken to use public subsidy wisely, exercising careful control over quality, artistic integrity, breadth, variety and cultural diversity. Wherever possible we seek opportunities to present work which extends experience, and surprises, excites, challenges and develops new audiences. We are keen to identify and support up-and-coming, as well as established, regional companies and performers who can contribute to the development of CAE programmes and projects.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During 2018/19 Creative Arts East continued to work to the Business Plan that was developed for 2018-22, reviewing areas of development and change as necessary. In tandem with this sits the Audience Development, Equality & Diversity and Environmental Action Plans, which are reviewed regularly and updated as necessary.

Creative Arts East Live! continued to offer high quality, professional performances to rural communities, as well as curating bespoke tours to new and alternative venues such as pubs, schools and, along with Creative Arts East Screen and a portfolio of new and continuing projects, Creative Arts East enabled cultural engagement with over 40,000 ticket buyers, participants or onlookers across Norfolk, Suffolk and the East.

FINANCIAL REVIEW

The annual turnover of Creative Arts East was £494,933 and expenditure was at £493,965, resulting in a surplus of £968.

Reserves Policy

The trustees, having regard to the liquidity requirements of operating the charity and to the reserves policy, have operated a policy of keeping available funds in an interest-bearing account and seek to achieve a reasonable rate on deposit. Reserves are needed to bridge the gap between the spending and receiving of resources and to cover unplanned emergencies and other expenditure. The trustees consider that the ideal level of reserves as at 31st March 2019 would be £50,000. The actual reserves were £81,754 providing the charity with £31,754 of working capital. In these times of economic stringency, this working capital will be invested in the charity's future by being used to undertake activities to secure its further medium to long term funding and to support, in the short term, any funding shortfall for the core rural touring programmes.

Creative Arts East is grateful to its core funders who enable the core activities to take place each year. These are Arts Council England, Norfolk County Council and the District and Borough Councils of Mid Suffolk & Babergh (Suffolk), Breckland, Broadland, Forest Heath (West Suffolk), Kings Lynn & West Norfolk, and South Norfolk.

It also thanks funders which supported specific project activity, including: Spirit of 2012, British Film Institute, Arts Council England, Esmée Fairbairn, Borough Council of Kings Lynn and West Norfolk, Norfolk County Council and Youth Music.

In addition, volunteers contributed a huge amount through their help 'in kind'. If Creative Arts East had to pay for this time we calculate that it would cost in excess of £81,700 per annum.

Pricing Policy

To ensure that all members of the public can benefit from Creative Arts East's activities charges, where they are levied, are kept as low as possible. Groups participating in the Creative Arts East Live scheme are encouraged to set their own prices. However, as they now have a greater autonomy and a limited subsidy per event, their pricing will be subject to market forces, aiming to optimise audience numbers and box office income.

Creative Arts East

Report of the Trustees for the year ended 31 March 2019

FINANCIAL REVIEW

Groups participating in the Creative Arts East Screen scheme are given advice about pricing but make their own decisions regarding ticket pricing. In practice, these average out at around £4.50 per ticket.

Participatory projects are generally free to participants since they are subsidised by specific funders.

FUTURE PLANS

In July 2014 Arts Council National Portfolio Organisation (NPO) status was awarded to the Charity for three years from 1st April 2015 to 31st March 2018. In July 2017 the Charity was awarded a further four-year NPO funding agreement from April 2018 - March 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 20th July 1994 and registered as a charity on 23rd August 1994. 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.

Trustee selection methods

Trustees are elected from and by the full members at the Annual General Meeting. One third of the trustees must retire from office. The members to retire shall be those longest in office since their last election. These members are eligible for re-election. Two members are appointed representing service users or partners, the remaining members are appointed by the company in general meeting as it thinks fit.

Organisational structure

The Charity is governed by a board of management who are elected to office at the AGM in accordance with the terms laid down in its Memorandum and Articles of Association. This board of management are the trustees of the Charity.

The Board meets quarterly and there is a sub-committee covering finance, audit and staff which normally meets twice a year or more frequently as required. An Executive Director is appointed by the Trustees to manage the day to day operations of the Charity.

Decisions are made by the Board but to facilitate operations, the Executive Director has delegated authority for operational matters including finance, employment, fund raising, programming and project management.

The Executive Director and Finance Manager attend board meetings to present reports and advise the board.

Trustees induction and training

New Trustees undergo an orientation day to brief them on their legal obligations under charity and company law, the Charities Commission guidance on public benefit, content of the Memorandum and Articles of Association, the Board, the sub-committee and the decision making process, the risk register, the Business plan and recent financial information including the financial performance of the charity.

During the induction day, they meet key employees and other Trustees.

Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Risk management

The Board of Directors meets on a quarterly basis to discuss the issues and risks affecting the Company. The Company has appropriate systems in place to identify potential risks and assess them in terms of likelihood and significance. The risks are regularly monitored and controls are implemented in order to mitigate any impact that they may have on Creative Arts East. This includes a Risk Register, the content of which is informed by consultation with staff, Board and external stakeholders and which is reviewed at each Board meeting.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
02960157 (England and Wales)

Registered Charity number
1040321

Creative Arts East

Report of the Trustees for the year ended 31 March 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

19 Griffin Court
Market Street
WYMONDHAM
Norfolk
NR18 0GU

Trustees

Pat Holtom
Max Edwards
Alison McFarlane
Tony Russell
Mari Martin
Mike Webb
Sydney Burges - appointed 5.6.2018
Elizabeth Somerville - appointed 5.6.2018

The trustees Mike Webb and Sydney Burges resigned as trustees after 31 March 2019 but before the date of signing of this report.

Company Secretary

Jo Knowlden

Auditors

Argents Accountants Limited
Statutory Auditors
Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT

Principal Officer

Natalie Jode (Executive Director)

Names of observer

Rebekah Jones - Arts Council England
Sarah Dennis - Borough Council of King's Lynn and West Norfolk

Bankers

Barclays Bank PLC	Virgin Money	Santander UK PLC
1 Churchill Place	Jubilee House	Bridle Road
London	Gosforth	Bootle
E14 5HP	Newcastle Upon Tyne	Merseyside
	NE3 4PL	G1R 0AA

STATEMENT OF TRUSTEES RESPONSIBILITIES

The management committee (who are also directors of Creative Arts East for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the management committee to prepare financial statements for each financial year, which give a true and fair view of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the management committee are required to:

- Select suitable policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- 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 management committee are responsible for keeping proper 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.

Creative Arts East

**Report of the Trustees
for the year ended 31 March 2019**

This report has been prepared taking advantage of the small company exemption of Section 415A of the Companies Act 2006.

AUDITORS

The auditors, Argents Accountants Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 17 September 2019 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'Max Edwards', written over a horizontal line.

Max Edwards - Trustee

Report of the Independent Auditors to the Members of Creative Arts East

Opinion

We have audited the financial statements of Creative Arts East (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Report of the Independent Auditors to the Members of Creative Arts East

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark Johnstone (Senior Statutory Auditor)
for and on behalf of Argents Accountants Limited
Statutory Auditors
Chartered Accountants
15 Palace Street
NORWICH
Norfolk
NR3 1RT

17 September 2019

Creative Arts East

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2019**

		Unrestricted funds	Restricted fund	Total	2019 funds	Total	2018 funds
	Notes	£	£		£		£
INCOME AND ENDOWMENTS FROM							
Donations and grants	2	189,679	-	189,679		186,327	
Charitable activities							
Project activities		13,380	290,510	303,890		261,562	
Investment income	3	<u>1,364</u>	<u>-</u>	<u>1,364</u>		<u>781</u>	
Total		204,423	290,510	494,933		448,670	
EXPENDITURE ON							
Raising funds	4	41,884	-	41,884		38,058	
Charitable activities	5						
Project activities		145,479	298,557	444,036		403,202	
Other expenditure on charitable activities		<u>8,045</u>	<u>-</u>	<u>8,045</u>		<u>7,283</u>	
Total		195,408	298,557	493,965		448,543	
NET INCOME/(EXPENDITURE)		9,015	(8,047)	968		127	
RECONCILIATION OF FUNDS							
Total funds brought forward		<u>69,365</u>	<u>11,421</u>	<u>80,786</u>		<u>80,659</u>	
TOTAL FUNDS CARRIED FORWARD		<u>78,380</u>	<u>3,374</u>	<u>81,754</u>		<u>80,786</u>	

The notes form part of these financial statements

Creative Arts East

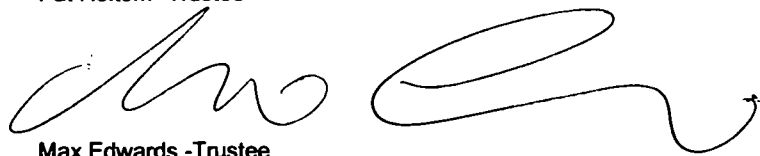
**Balance Sheet
At 31 March 2019**

		Unrestricted funds £	Restricted fund £	Total 2019 funds £	Total 2018 funds £
	Notes				
FIXED ASSETS					
Tangible assets	10	14,170	-	14,170	20,015
Investments	11	<u>1,500</u>	<u>-</u>	<u>1,500</u>	<u>-</u>
		15,670	-	15,670	20,015
CURRENT ASSETS					
Debtors	12	47,646	-	47,646	43,283
Cash at bank and in hand		<u>52,055</u>	<u>164,719</u>	<u>216,774</u>	<u>279,444</u>
		99,701	164,719	264,420	322,727
CREDITORS					
Amounts falling due within one year	13	<u>(36,991)</u>	<u>(161,345)</u>	<u>(198,336)</u>	<u>(261,956)</u>
NET CURRENT ASSETS		<u>62,710</u>	<u>3,374</u>	<u>66,084</u>	<u>60,771</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>78,380</u>	<u>3,374</u>	<u>81,754</u>	<u>80,786</u>
NET ASSETS		<u>78,380</u>	<u>3,374</u>	<u>81,754</u>	<u>80,786</u>
FUNDS	15				
Unrestricted funds				78,380	69,365
Restricted funds				<u>3,374</u>	<u>11,421</u>
TOTAL FUNDS				<u>81,754</u>	<u>80,786</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 17 September 2019 and were signed on its behalf by:

Pat Holtom -Trustee

Max Edwards -Trustee

The notes form part of these financial statements

**Notes to the Financial Statements
for the year ended 31 March 2019**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

The allocation and apportionment of costs is based upon the estimated percentage of time spent by relevant personnel in each activity area.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Improvements to property	- 33% on cost
Display and office equipment	- 33% on cost and 20% on cost
Cinema equipment	- 50% on cost and 33% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities. The balance sheet includes a corporation tax charge for the year of £148 (2018 - £425).

Funds structure

Unrestricted funds are grants and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for specific purposes in the future.

Restricted funds are income which has been advanced by a donor for use on a specific project(s) or in a specific location and for which the charity has to report back to the donor detailing how the income has been spent.

Creative Arts East

Notes to the Financial Statements - continued for the year ended 31 March 2019

2. DONATIONS AND GRANTS

	2019	2018
	£	£
Donations	8,872	4,346
Grants	<u>180,807</u>	<u>181,981</u>
	<u>189,679</u>	<u>186,327</u>

Grants received, included in the above, are as follows:

	2019	2018
	£	£
Arts Council NPO Funding	154,000	145,155
Broadland District Council	3,000	3,000
Forest Heath District Council	1,500	2,519
King's Lynn and West Norfolk Borough Council	3,000	3,000
Norfolk County Council	10,307	10,307
North Norfolk District Council	-	6,000
South Norfolk District Council	2,500	2,500
Breckland District Council	4,000	4,000
Mid Suffolk District Council	1,250	1,250
Babergh District Council	1,250	1,250
Other grants	<u>-</u>	<u>3,000</u>
	<u>180,807</u>	<u>181,981</u>

3. INVESTMENT INCOME

	2019	2018
	£	£
Bank interest	<u>1,364</u>	<u>781</u>

4. RAISING FUNDS

Raising donations and legacies

	2019	2018
	£	£
Support costs	<u>41,884</u>	<u>38,058</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 6)	Totals
	£	£	£
Project activities	196,607	247,429	444,036
Other expenditure on charitable activities	<u>-</u>	<u>8,045</u>	<u>8,045</u>
	<u>196,607</u>	<u>255,474</u>	<u>452,081</u>

Creative Arts East

Notes to the Financial Statements - continued for the year ended 31 March 2019

6. SUPPORT COSTS

	Management £
Raising donations and legacies	41,884
Project activities	247,429
Other expenditure on charitable activities	8,045
	<u>297,358</u>

Support costs, included in the above, are as follows:

Management

				2019	2018
	Raising donations and legacies	Project activities	Other expenditure on charitable activities	Total activities	Total activities
	£	£	£	£	£
Wages	36,181	183,167	6,784	226,132	207,336
Social security	2,559	12,956	480	15,995	9,330
Rent, rates, light and heat	1,561	13,270	781	15,612	15,658
Telephone and fax	268	2,415	-	2,683	2,169
Postage, stationery and copying	950	8,553	-	9,503	11,846
Sundries	41	382	-	423	653
Other accommodation costs	245	2,200	-	2,445	2,522
Subscriptions and publications	79	710	-	789	884
Insurance	-	1,175	-	1,175	1,430
Training and development	-	1,463	-	1,463	2,046
Travel and entertainment	-	1,272	-	1,272	1,185
Other staff costs	-	10,444	-	10,444	3,798
Audit fee	-	4,200	-	4,200	4,200
Legal and professional fees	-	334	-	334	745
Depreciation of tangible and heritage assets	-	4,836	-	4,836	6,718
Bank fees and charges	-	52	-	52	-
	41,884	247,429	8,045	297,358	270,520

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2019 £	2018 £
Depreciation - owned assets	<u>4,836</u>	<u>6,719</u>

Creative Arts East

Notes to the Financial Statements - continued for the year ended 31 March 2019

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' expenses

During the year the following amounts were paid to Trustees by Creative Arts East for mileage incurred on behalf of the charity:

Name of Trustee	Expenses paid£
Michael Webb	38
Elizabeth Somerville	40
Mari Martin	63
Tony Russell	18
	<u>159</u>

9. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2019	2018
Employees	<u>10</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Display and office equipment £	Cinema equipment £	Computer equipment £	Totals £
COST					
At 1 April 2018	6,022	16,359	33,296	15,543	71,220
Additions	-	-	-	491	491
Reclassification	-	(1,500)	-	-	(1,500)
At 31 March 2019	<u>6,022</u>	<u>14,859</u>	<u>33,296</u>	<u>16,034</u>	<u>70,211</u>
DEPRECIATION					
At 1 April 2018	6,022	8,720	22,861	13,602	51,205
Charge for year	-	1,897	1,770	1,169	4,836
At 31 March 2019	<u>6,022</u>	<u>10,617</u>	<u>24,631</u>	<u>14,771</u>	<u>56,041</u>
NET BOOK VALUE					
At 31 March 2019	<u>-</u>	<u>4,242</u>	<u>8,665</u>	<u>1,263</u>	<u>14,170</u>
At 31 March 2018	<u>-</u>	<u>7,639</u>	<u>10,435</u>	<u>1,941</u>	<u>20,015</u>

11. FIXED ASSET INVESTMENTS

	2019 £	2018 £
Other	<u>1,500</u>	<u>-</u>

There were no investment assets outside the UK.

Investments (neither listed nor unlisted) were as follows:

	2019 £	2018 £
Peter Blake artwork	<u>1,500</u>	<u>-</u>

Creative Arts East

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

11. FIXED ASSET INVESTMENTS - continued

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Operating debtors	13,003	33,500
Other debtors	160	160
VAT	5,582	1,075
Prepayments and accrued income	<u>28,901</u>	<u>8,548</u>
	<u>47,646</u>	<u>43,283</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Operating creditors	23,323	15,269
Tax	148	425
Social security and other taxes	5,123	5,521
Other creditors	1,082	-
Accruals	17,328	6,899
Deferred income	<u>151,332</u>	<u>233,842</u>
	<u>198,336</u>	<u>261,956</u>

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2019	2018
	£	£
Within one year	3,008	10,008
Between one and five years	<u>3,008</u>	<u>6,016</u>
	<u>6,016</u>	<u>16,024</u>

15. MOVEMENT IN FUNDS

	At 1.4.18	Net movement in funds	At 31.3.19
	£	£	£
Unrestricted funds			
General reserve	69,365	9,015	78,380
Restricted funds			
Restricted funds	11,421	(8,047)	3,374
TOTAL FUNDS	<u>80,786</u>	<u>968</u>	<u>81,754</u>

Creative Arts East

Notes to the Financial Statements - continued for the year ended 31 March 2019

15. 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 reserve	204,423	(195,408)	9,015
Restricted funds			
Restricted funds	290,510	(298,557)	(8,047)
TOTAL FUNDS	<u>494,933</u>	<u>(493,965)</u>	<u>968</u>

Comparatives for movement in funds

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted Funds			
General reserve	71,796	(2,431)	69,365
Restricted Funds			
Restricted funds	8,863	2,558	11,421
TOTAL FUNDS	<u>80,659</u>	<u>127</u>	<u>80,786</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General reserve	200,492	(202,923)	(2,431)
Restricted funds			
Restricted funds	248,178	(245,620)	2,558
TOTAL FUNDS	<u>448,670</u>	<u>(448,543)</u>	<u>127</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17 £	Net movement in funds £	At 31.3.19 £
Unrestricted funds			
General reserve	71,796	6,584	78,380
Restricted funds			
Restricted funds	<u>8,863</u>	<u>(5,489)</u>	<u>3,374</u>
TOTAL FUNDS	<u>80,659</u>	<u>1,095</u>	<u>81,754</u>

Creative Arts East

**Notes to the Financial Statements - continued
for the year ended 31 March 2019**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General reserve	404,915	(398,331)	6,584
Restricted funds			
Restricted funds	<u>538,688</u>	<u>(544,177)</u>	<u>(5,489)</u>
TOTAL FUNDS	<u>943,603</u>	<u>(942,508)</u>	<u>1,095</u>

Creative Arts East

Notes to the Financial Statements - continued for the year ended 31 March 2019

16. RELATED PARTY DISCLOSURES

Max Edwards, trustee, is also a director of Heroes Advertising and Public Relations Ltd. During the year the following transactions took place with this company:

Heroes Advertising and Public Relations Ltd		Outstanding
	£	£
Goods and services sold	-	-
Goods and services purchased	25,868	-
	<hr/>	<hr/>

Mari Martin, trustee, is also a trustee of The Garage Trust Limited. During the year the following transactions took place with this company:

The Garage Trust Limited		Outstanding
	£	£
Goods and services sold	-	-
Goods and services purchased	1,029	-
	<hr/>	<hr/>

Mike Webb, trustee, is also a trustee of Welborne Village Hall and Friends of Dereham Memorial Hall. During the year the following transactions took place with these entities:

Welborne Village Hall		Outstanding
	£	£
Goods and services sold	180	96
Goods and services purchased	120	-
	<hr/>	<hr/>

Friends of Dereham Memorial Hall		Outstanding
	£	£
Goods and services sold	641	36
Goods and services purchased	336	-
	<hr/>	<hr/>

Natalie Jode, executive director, is also a trustee of National Rural Touring Forum. During the year the following transactions took place with this company:

National Rural Touring Forum		Outstanding
	£	£
Goods and services sold	558	-
Goods and services purchased	1,320	-
	<hr/>	<hr/>

Alison McFarlane, trustee, is also an employee of National Centre for Writing. During the year the following transactions took place with this company:

National Centre for Writing		Outstanding
	£	£
Goods and services sold	-	-
Goods and services purchased	1,016	-
	<hr/>	<hr/>

The above transactions took place at open market value.