

WESTMINSTER ARTS
(Company limited by guarantee and without share capital)

TRUSTEES' REPORT
AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

COMPANY REGISTRATION NUMBER: 2748408

REGISTERED CHARITY NUMBER: 1025755

MONDAY



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30/12/2019
COMPANIES HOUSE

WESTMINSTER ARTS

LEGAL AND ADMINISTRATION INFORMATION

TRUSTEES (as at date of balance sheet)

Ms J Sweeting (Chair)
Ms A Young (Vice-Chair)
Mr D De Prez (until December 2018)
Ms N Shakerley (Secretary)
Mr K Sheehan
Ms A Sadler

STAFF

Kathryn Gilfoy (Director)
Lucy Warren (Projects Manager)
Emma Nutland (Projects Assistant/Administrator)

REGISTERED OFFICE

12 Carlton House Terrace
London SW1Y 5AH

INDEPENDENT EXAMINER

Peter Torino
Aims Accountants for Business
Chartered Accountant
25 Leith Mansions
Grantully Road
London W9 1LQ

BANKERS

Unity Trust Bank PLC
Nine Brindley Place
Birmingham B1 2HB

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TRUSTEES' ANNUAL REPORT

TRUSTEES

The directors of the company (referred to as Trustees) who have served during the year are as follows:

Ms J Sweeting (Chair)
Ms A Young (Vice-Chair)
Mr D De Prez (until December 2018)
Ms N Shakerley (Secretary)
Mr K Sheehan
Ms A Sadler (appointed 30/05/2017)

The Trustees submit their annual report and the financial statements of Westminster Arts for the year ended 31 March 2019 which have been prepared under the Companies Act 2006.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees, as directors, to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the charity and of the surplus or deficit for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

WESTMINSTER ARTS
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TRUSTEES' ANNUAL REPORT (Continued)

OBJECTS

Westminster Arts (now trading as Resonate Arts) is a company limited by guarantee. Originally it was a non-incorporated association founded as the City of Westminster Arts Council in 1965. The company is governed by its Articles of Association: it is a charity registered with the Charity Commission, number 1025755 and as such is a non-profit making organisation.

The Trustees undertook a review of its governance and strategy following Westminster City Council's decision in 2013 to discontinue its core funding and also a small grants programme which the charity delivered on their behalf since the foundation of our organisation in 1965.

This prompted a critical revaluation of the charity's position, and Westminster Arts' role has been reframed from generic community arts provision to build on its key strength and track record in developing projects and services that utilise the arts as a means of improving the health, wellbeing and quality of life for those who are socially excluded.

The principal focus of work now is to support people living with dementia and their families. We are supported in the main by the Central London and West London Clinical Commissioning Groups and a range of Trusts and Foundations and earned income/private giving.

The charity amended its objects in March 2013 to extend its services beyond the boundaries of the City of Westminster, as follows:

"Westminster Arts is established to promote social inclusion with a particular focus on addressing the needs of those socially excluded by age, physical or mental disability (including dementia) through the development and delivery of arts based activities and experiences including but not limited to visual arts, photography, film, dance, music and drama."

This allowed the Charity to negotiate funding from the West London Clinical Commissioning Group providing for Kensington and Chelsea, and Hammersmith and Fulham Clinical Commissioning Group providing for that borough. These new monies allowed us to expand our work into two additional boroughs. We took on a new member of staff as Resonate Projects Co-ordinator, also a Projects Assistant/Administrator. We decided to work with the name 'Resonate Arts' which better befits our multi borough remit.

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TRUSTEES' ANNUAL REPORT (Continued)

TRUSTEES

The Trustees are responsible for providing overall policy direction, approval and oversight, to enable the programme-based and day-to-day planning, project creation, resourcing, execution and management of Westminster Arts activities by its staff. The Trustees are kept informed by staff and do not receive any remuneration for carrying out their responsibilities.

With effect from 26 June 2012, the members of Westminster Arts are persons ("the Trustees") who support the Company's object and who have each guaranteed to contribute the sum of £1 in the event of the company being wound up.

In the year reported on the Trustees have:

- Fully met the delivery requirements and projects for its principal funders
- Continued partnership projects across two boroughs and supported local arts providers to be dementia friendly
- Achieved the short-list at the National Dementia Care Awards
- Contributed at the local Dementia Action Alliance
- Continued work on its strategic direction to support business planning and income generation and develop our contribution to social prescription
- Reviewed the operational and staffing structure, enhancing the role of the Projects Assistant/Administrator to Project Manager, appointing a second part-time Project Manager and reviewing the tasks and roles of the Director. We have highlighted a need to develop administrative and governance capacity to allow the Director greater freedom to develop our service and projects.
- Reviewed the Charity's Reserve Policy and reporting process
- Continue developing our fundraising plan, financial policy and risk reporting

RESERVES POLICY

Westminster Arts has a Reserves Policy which is reviewed annually and allows us to identify and address circumstances which might prompt a need for the company to hold funds in reserve. These circumstances are risk assessed in order to establish an appropriate reserve target. As part of its ongoing policy to maintain sufficient unrestricted funds Westminster Arts has an income generation plan which is reviewed at each Board Meeting. Unrestricted reserve levels are also part of the Board risk register.

Westminster Arts aims to maintain a consistent level of provision for arts activities. In some years this means it has to draw on its unrestricted funds while in others it may add to these funds.

In the year under review unrestricted funds have increased by £1,995 so that the unrestricted funds at 31 March 2019 were £72,187 (2018: £70,192). Restricted funds are in addition to unrestricted funds which were unchanged at £nil. The note on page 11 explains the restatement of restricted funds at 31 March 2018.

CONTINUING OPERATIONS

As detailed in note 7 to the financial statements, the Company's future is dependent on identifying and securing new funding.

RISK REVIEW

The Trustees have conducted their own review of the major risks to which the charity is exposed, and systems have been established to check and mitigate these risks. The significant external risk in regard to the receipt of income assessed in 2018-19 continues to be monitored through budgetary forecasting and financial reporting. The funding from the Clinical Commissioning Groups is not guaranteed from one year to the next and there has been a 6-month delay in receiving monies in the year reported on.

Internal risks are minimised by the implementation of procedures for the approval and authorisation of transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. The trustees routinely monitor both internal and external risks and procedures are periodically reviewed to ensure that they still meet the needs and responsibilities of the charity.

INDEPENDENT EXAMINER

Peter Torino, Chartered Accountant, of 25 Leith Mansions, Grantully Road, London, W9 1LQ has been appointed as Independent Examiner to the charity.

Signed on behalf of the Board

J Sweeting



Approved by the Board on 10th December 2019

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Independent examiner's report to the trustees of Westminster Arts.

I report on the accounts of the company for the year ended 31 March 2019 which are set out on pages 8 – 15.

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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act;
- To follow the procedures laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 act; and
- To 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 of the 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:

1) no matter has come to my attention which gives me reasonable cause to believe that in any material respect affects the requirements:

- To keep accounting records in accordance with the Companies Act 1985; and
- To prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and reporting by Charities have not been met:

2) attention should be drawn to the financial uncertainty as detailed in note 7 in order to enable a proper understanding of the accounts to be reached. The future viability of activities is dependent on obtaining additional sources of income.

Peter Torino BSc ACA, 25 Leith Mansions, London W9 1LQ

Date 27/12/19



WESTMINSTER ARTS
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ACCOUNTING POLICIES

The principal accounting policies are:

BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

CASH FLOW

The financial statements do not include a cash flow statement because the company, as a small company, is exempt from the requirement to provide such a statement under Financial Reporting Standards 1.

INCOMING RESOURCES

Restricted income is recognised on an accrual basis where it is clearly indicated that it relates to the financial period.

Interest receivable and subscriptions are accounted for on an accruals basis.

All other income is accounted for on a cash receipt basis.

ARTS ACTIVITIES

Grants are recognised as expenditure when committed by the Trustees. Amounts unpaid are included in creditors. If grants are unclaimed, they are released as reversion of awards for earlier years.

Expenditure on Arts projects is recognised as incurred and accrued if not paid.

TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets less their estimated residual value over their expected useful lives on the following basis:

Office equipment and furniture – 33% reducing balance

ACCOUNTING POLICIES (continued)

OTHER EXPENDITURE

Other expenditure is accounted for on an accruals basis.

OPERATING LEASES

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as incurred.

RESTRICTED AND UNRESTRICTED FUNDS

Where Westminster Arts receives monies from sources where there is a requirement for those monies to be applied towards a particular project then these are treated as restricted. Otherwise funds received from other sources which carry no such obligation are treated as unrestricted funds.

Funds which are wholly attributable to specific charitable projects are classified as restricted.

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

INCOMING RESOURCES	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
CLCCG (Westminster)	38,500		38,500	38,500
V & A	11,590		11,590	6,745
Hammersmith & Fulham CCG	10,000		10,000	10,000
WLCCG (Kensington & Chelsea)	10,000		10,000	10,000
St James's Church				1,000
London Community Foundation		5,000	5,000	4,788
Evening Standard Dispossessed		5,000	5,000	5,000
Co-operative Community Fund				5,936
Social Council				1,108
Westminster Arts Society				560
Carers Network	3,696		3,696	3,696
European Reminiscence Network	3,775		3,775	3,575
Gifts and donations	2,900		2,900	1,272
KCSC Self care		4,295	4,295	4,003
Westminster Amalgamated		3,000	3,000	0
Edward Harvist Trust		3,000	3,000	0
Enterprise Arts Trust	626		626	0
Miscellaneous (Note 2 (b))	820	1,857	2,677	462
TOTAL INCOMING RESOURCES	81,907	22,152	104,059	96,645
TOTAL RESOURCES EXPENDED	79,912	22,152	102,064	93,266
Net Movement in funds for the year	1,995	0	1,995	3,379
TOTAL FUNDS AT 31 MARCH 2018*	70,192	0	70,192	66,813
TOTAL FUNDS AT 31 MARCH 2019	72,187	0	72,187	£70,192

*The fund allocation at 31 March 2018 has been restated – see note on page 11.

The statement of financial activities includes all gains and losses recognised in the current year and previous period. The notes on pages 13 – 15 form part of these financial statements.

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INCOME AND EXPENDITURE ACCOUNT
Year ended 31 March 2019

	2019	2018
	£	£
Total income	104,059	96,645
Arts activities	(79,500)	(57,427)
	-----	-----
	24,559	39,218
Administration costs	(22,564)	(35,839)
	-----	-----
Net surplus	<u>1,995</u>	<u>3,379</u>

None of the company's activities were acquired or discontinued during these two financial years. The company has no recognised gains or losses other than the surplus/deficit of income over expenditure in the current and previous year.

RECONCILIATION OF MOVEMENT IN TOTAL FUNDS

	2019	2018
	£	£
Accumulated reserves at 1 April 2018	70,192	66,813
Net surplus for the year	1,995	3,379
	-----	-----
Accumulated funds at 31 March 2019	<u>72,187</u>	<u>70,192</u>
	=====	=====

As originally reported in the Financial Statements for the year ended 31 March 18, the funds comprised restricted of (£3,353) and unrestricted of £73,545 which totalled £70,192. However, in preparing the Financial Statements for the current financial year, the Trustees decided that it was not appropriate for restricted funds to be negative and therefore the prior year restricted fund balance was amended to nil.

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BALANCE SHEET AT 31 MARCH 2019

	2019	2018
	£	£
FIXED ASSETS		
Tangible fixed assets (Note 3)	2,155	487
	-----	-----
CURRENT ASSETS		
Debtors (Note 4)	8,027	5,924
Cash at bank and in hand	84,878	80,645
	-----	-----
	92,905	86,569
	-----	-----
CREDITORS: Amounts falling due within one year (Note 5)	22,873	16,864
TOTAL ASSETS AND NET CURRENT ASSETS	72,187	£70,192
	=====	=====
	2019	2018
	£	£
REPRESENTED BY FUNDS:		
Unrestricted funds	72,187	70,192
Restricted funds	0	0
	-----	-----
	72,187	£70,192
	=====	=====

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

APPROVED BY THE TRUSTEES ON 10th DECEMBER 2019

SIGNED ON BEHALF OF THE TRUSTEES

J Sweeting
Director

JMSweeting

Date.....

27-11-2019₁₂

WESTMINSTER ARTS
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NOTES TO THE FINANCIAL STATEMENTS 2019

1. ARTS ACTIVITIES

	2019	2018
	£	£
Direct costs	22,152	11,818
Salary costs	<u>57,348</u>	<u>45,609</u>
Total	<u>79,500</u>	<u>57,427</u>

2. MANAGEMENT AND ADMINISTRATION

	2019	2018
	£	£
Salaries and ER NI	73,581	66,560
Less allocated to Arts Activities	<u>(57,348)</u>	<u>(45,609)</u>
)	16,233	20,951
Office rent	10,475	8,420
General office costs	2,408	2,239
Travel & meetings	875	1,030
Independent Examiner's fee	980	980
Computer costs	551	398
Telephone	1,184	1,217
Insurance	279	279
Depreciation	1,077	243
Sundry Expenses	341	82
To Arts	<u>(11,839)</u>	
	<u>22,564</u>	<u>35,839</u>

2 (a) SALARY ALLOCATION

Staff remuneration has been allocated between project and administration costs on the basis of the relative time spent on the respective activities.

2 (b) Miscellaneous Income	£
Access to Work	1,857
Arts Society	250
Science Museum	<u>570</u>
Total	<u>2,677</u>

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NOTES TO THE FINANCIAL STATEMENTS 2019

3. FIXED ASSETS

COST	Office equipment & furniture
	£
At 1 April 2018	8,987
Additions	2,745

Cost at 31 March 2019	<u>11,732</u>
 DEPRECIATION	
At 1 April 2018	8,500
Charge for the year	1,077

At 31 March 2019	9,577

Net book value at 31 March 2019	2,155

Net book value at 31 March 2018	487

4. DEBTORS

	2019	2018
	£	£
Funds receivable	8,027	5,924
	=====	=====

5. CREDITORS

Amounts falling due within one year	2019	2018
	£	£
Other creditors	17,734	11,692
Taxation and social security	4,159	4,193
Accrued expenses	980	980
	-----	-----
	22,873	16,865
	-----	-----

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NOTES TO THE FINANCIAL STATEMENTS 2019

6. RELATED PARTY TRANSACTIONS

In general, the trustees receive no remuneration but certain modest out of pocket expenses are reimbursed.

During this particular year there were no related party transactions.

7. CONTINUING OPERATIONS

The company operated for many years with grant support from the City of Westminster. This type of grant has now ceased and been replaced by competitive commissioning funds.

Westminster Arts has been successful in securing a number of commissioned grants from the Clinical Commissioning Groups over the last 10 years. However, the structure of clinical commissioning is expected to change in 2020-21 and local primary care funding choices will be driven by area needs.

Our 53-year history of arts and community participation in Westminster has been a catalyst and essential support for many thousands of artists, community groups and creative projects benefiting several generations. Our projects have transformed lives, drawn people out of isolation, launched careers and provided employment and volunteering opportunities.

Specifically, Resonate Arts, our programme for people living with dementia has been funded by Clinical Commissioning Groups for nine consecutive years and we continue to influence, shape and improve the culture of care and the quality of life for people living with dementia in our locality. We have built a well-earned reputation for providing quality social experiences and supporting people to be happier.

We are aware that the funding territory is increasingly more complex and competitive and calls for greater agility. The state of the charity's affairs are even more dependent on identifying and securing new sources of income from a range of sources. The Trustees closely monitor available resources to ensure continuing commitments can be met from the funds available.

The current pharmaceutical interventions only mitigate the effects of Alzheimer's Disease for some people, whilst arts experiences can improve the life experience for anyone regardless of the cause of their dementia. We firmly believe that arts experiences should be prescribed for anyone living with dementia (both pre and post diagnosis) and when this happens, we can make the experience of living with dementia a lot better for everyone.