

REGISTERED COMPANY NUMBER: 4727071 (England and Wales)  
REGISTERED CHARITY NUMBER: 1099570

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS For The Year Ended**  
**31 March 2009**  
**FOR**  
**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

Michael Martin Partnership Limited  
Chartered Certified Accountants  
18 Canterbury Road  
Whitstable  
Kent  
CT5 4EY

THURSDAY



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**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

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**for the Year Ended 31 March 2009**

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**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31 March 2009**

The trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 March 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
4727071 (England and Wales)

**Registered Charity number**  
1099570

**Registered office**  
11 Horsebridge Road  
Whitstable  
Kent  
CT5 1AF

**Trustees**

Ms J S Harvatt  
Ms J H Harrison  
Ms C McTurk  
Ms A Riley  
Dr P Ranger - resigned 9.2.09  
Mrs J Poynter  
Mrs L M Karlsen - resigned 17.11.08  
Mrs G Mind  
Mr G R Keeys  
Mr J H Wratten  
Mr I L Durant  
Ms I M M Devani - resigned 1.9.08  
Mrs E M Dyer - appointed 16.4.08

**Company Secretary**  
Mrs J Poynter

**Bankers**

Alliance & Leicester Bank plc  
Bridle Road  
Bootle  
Merseyside  
GIR 0AA

**Solicitors**

Thomson Snell & Passmore  
3 Lonsdale Gardens  
Tunbridge Wells  
Kent  
TN1 1NX

**Advisers**

Michael Martin Partnership Ltd  
Chartered Certified Accountants  
18/20 Canterbury Road  
Whitstable  
Kent  
CT5 4EY

## HORSEBRIDGE ARTS & COMMUNITY CENTRE

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2009

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The Horsebridge Arts and Community Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 8th April 2003. It is a registered charity with the Charity Commission. Anyone can become a member of the Company and in the event of the charity winding up each member agrees to contribute £1.

##### **Recruitment and appointment of new trustees**

As set out in the Articles of Association Canterbury City Council shall be entitled to nominate one or two Trustees at each AGM each to serve for an initial period of one year and to be capable of being nominated for subsequent years.

All Trustees must be members.

All members are circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM.

##### **Induction and training of new trustees**

New Trustees undergo an induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity. During the induction they meet key employees and other Trustees.

##### **Organisational structure**

The charity is overseen by a board of not less than eleven and not more than twenty trustees. A Chief Executive is appointed by the Trustees to manage the day to day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within the terms of delegation approved by the Trustees, for operational matters including finance, employment and artistic performance related activity.

##### **Related parties**

As well as being the landlord of the centre and nominator of two trustees Canterbury City Council is the trust's main source of funding at present.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and activities**

The objects of the charity are:

- To provide an arts and community building for the benefit of the general public primarily but not exclusively residing in the Whitstable and surrounding area.
- To promote all forms of artistic activities including the provision of teaching and training.
- To promote education by the provision of facilities information and teaching.
- Other charitable purposes at the discretion of the trustees.

To facilitate and achieve these ends the charity has taken a long lease from Canterbury City Council of a purpose built arts and community centre, comprising (amongst other things) two art galleries, an educational centre and a performance space.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

The charity continued to provide a location for artists and local community during the year.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

Reserves carried forward are small as all income is expended on the charity's objectives.

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31 March 2009**

**FINANCIAL REVIEW**

**Principal funding sources**

The principle source of funds comes from the income obtained by running the arts and community centre. This income is generated from renting and hiring of different parts of the centre in addition to this there is income derived from ticket sales for the various performances that take place at the centre.

Other funding sources have been grants provided by Canterbury City Council as contribution towards the running costs of the centre.

**Investment policy and objectives**

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish.

**FUTURE DEVELOPMENTS**

Now in its fifth full year The Horsebridge Arts and Community Centre continues to play host to an extensive variety of activities. Kent Adult Education Service offers a number of courses on the middle floor, and other rooms are hired by local instructors for a range of activities including belly dancing classes, salsa classes, baby massage, children's art groups, voice training and yoga.

The art galleries provide an affordable and extremely popular venue for local artists to exhibit their work. The performance space is used for theatre shows, live musical performances, a regular comedy club and as a venue for private parties and meetings.

The trustees hope to continue the success of the centre and to continue to expand the range of activities that are organised in-house.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**ON BEHALF OF THE BOARD:**



Mrs J Poynter - Secretary

18 September 2009

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2009**

	Notes	31.3.09 Unrestricted funds £	31.3.08 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		68	541
Activities for generating funds	2	115,968	98,638
<b>Incoming resources from charitable activities</b>			
Operation of an arts and community centre		76,756	66,983
<b>Total incoming resources</b>		<u>192,792</u>	<u>166,162</u>
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Fundraising trading: cost of goods sold and other costs		33,323	24,856
<b>Charitable activities</b>			
Operation of an arts and community centre		123,873	122,411
<b>Governance costs</b>		38,577	39,727
<b>Total resources expended</b>		<u>195,773</u>	<u>186,994</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		(2,981)	(20,832)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		(24,974)	(4,142)
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>(27,955)</u>	<u>(24,974)</u>

The notes form part of these financial statements

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**BALANCE SHEET**  
**At 31 March 2009**

	Notes	31.3.09 Unrestricted funds £	31.3.08 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	6	2,682	2,690
<b>CURRENT ASSETS</b>			
Debtors: amounts falling due within one year	7	23,435	22,883
Cash at bank and in hand		41,777	18,382
		<u>65,212</u>	<u>41,265</u>
<b>CREDITORS</b>			
Amounts falling due within one year	8	(50,849)	(18,929)
		<u>14,363</u>	<u>22,336</u>
<b>NET CURRENT ASSETS</b>			
		17,045	25,026
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		17,045	25,026
<b>CREDITORS</b>			
Amounts falling due after more than one year	9	(45,000)	(50,000)
		<u>(27,955)</u>	<u>(24,974)</u>
<b>NET ASSETS/(LIABILITIES)</b>			
		<u>(27,955)</u>	<u>(24,974)</u>
<b>FUNDS</b>			
Unrestricted funds	10	(27,955)	(24,974)
<b>TOTAL FUNDS</b>		<u>(27,955)</u>	<u>(24,974)</u>

The notes form part of these financial statements

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**BALANCE SHEET - CONTINUED**

**At 31 March 2009**

The charitable company is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the year ended 31 March 2009.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2009 in accordance with Section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibilities for

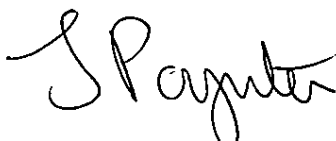
- (a) ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Board of Trustees on 18 September 2009 and were signed on its behalf by:



Mr G R Keays -Trustee



Mrs J Poynter -Trustee



## HORSEBRIDGE ARTS & COMMUNITY CENTRE

### NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 31 March 2009

#### 1. ACCOUNTING POLICIES

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 1985 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### **Resources expended**

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.

##### **Tangible fixed assets**

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

Fixtures and fittings -15% on reducing balance

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	31.3.09	31.3.08
	£	£
Rental Income	24,899	19,817
Venue hire	89,045	77,373
Other fundraising events	540	915
Miscellaneous sales	1,484	533
	<u>115,968</u>	<u>98,638</u>

#### 3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.09	31.3.08
	£	£
Depreciation - owned assets	<u>473</u>	<u>475</u>

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2009**

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2009 nor for the year ended 31 March 2008.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2009 nor for the year ended 31 March 2008.

**5. STAFF COSTS**

	31.3.09	31.3.08
	£	£
Wages and salaries	106,632	111,116
Social security costs	7,804	7,911
Other pension costs	1,153	1,657
	<u>115,589</u>	<u>120,684</u>

**6. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
<b>COST</b>	
At 1 April 2008	3,319
Additions	464
At 31 March 2009	<u>3,783</u>
<b>DEPRECIATION</b>	
At 1 April 2008	628
Charge for year	473
At 31 March 2009	<u>1,101</u>
<b>NET BOOK VALUE</b>	
At 31 March 2009	<u>2,682</u>
At 31 March 2008	<u>2,691</u>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.09	31.3.08
	£	£
Trade debtors	16,571	16,847
Other debtors	-	1,231
Prepayments	6,864	4,805
	<u>23,435</u>	<u>22,883</u>

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2009**

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.09	31.3.08
	£	£
Canterbury city council loan	5,000	-
Trade creditors	649	6,196
Social security and other taxes	-	2,303
Accruals and deferred income	45,200	10,430
	<u>50,849</u>	<u>18,929</u>

**9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	31.3.09	31.3.08
	£	£
Canterbury city council loan	<u>45,000</u>	<u>50,000</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Canterbury city council loan	<u>45,000</u>	<u>50,000</u>

The loan from Canterbury City Council is to be repaid by 10 annual instalments of £5,000 each commencing 2 January 2010.

**10. MOVEMENT IN FUNDS**

	At 1.4.08	Net movement	At 31.3.09
	£	in funds	£
		£	
<b>Unrestricted funds</b>			
General fund	(24,974)	(2,981)	(27,955)
	<u>(24,974)</u>	<u>(2,981)</u>	<u>(27,955)</u>
<b>TOTAL FUNDS</b>			

Net movement in funds, included in the above are as follows:

	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	192,792	(195,773)	(2,981)
	<u>192,792</u>	<u>(195,773)</u>	<u>(2,981)</u>
<b>TOTAL FUNDS</b>			

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2009**

	31.3.09 £	31.3.08 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts	(2)	2
Donations	70	539
	68	541
<b>Activities for generating funds</b>		
Rental Income	24,899	19,817
Venue hire	89,045	77,373
Other fundraising events	540	915
Miscellaneous sales	1,484	533
	115,968	98,638
<b>Incoming resources from charitable activities</b>		
Sundry income	3,944	150
City Council grants	70,000	50,000
Other grants	2,812	16,833
	76,756	66,983
<b>Total incoming resources</b>	192,792	166,162
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading: cost of goods sold and other costs</b>		
Advertising & publicity	9,669	13,780
Entertainment & performances	21,819	5,192
Gallery & exhibition costs	1,835	5,164
Other fundraising costs	-	720
	33,323	24,856
<b>Charitable activities</b>		
Salaries	83,708	87,920
Social security	5,566	5,621
Pensions	553	932
Rates and water	4,794	3,640
Light and heat	18,585	16,627
Cleaning	2,339	2,733
Repairs & maintenance	8,328	4,938
	123,873	122,411
<b>Governance costs</b>		
Salaries	22,924	23,196
Social security	2,238	2,290
Pensions	600	725
Carried forward	25,762	26,211

This page does not form part of the statutory financial statements

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2009**

	31.3.09	31.3.08
	£	£
<b>Governance costs</b>		
Brought forward	25,762	26,211
Telephone	1,035	2,942
Postage & stationery	2,156	2,017
Accountancy	2,992	2,650
Staff welfare	632	654
Sundry expenses	1,101	337
Licences	763	825
Insurances	3,663	3,616
Fixtures and fittings	473	475
	<hr/>	<hr/>
	38,577	39,727
<b>Total resources expended</b>	<hr/>	<hr/>
	195,773	186,994
	<hr/>	<hr/>
<b>Net expenditure</b>	<hr/>	<hr/>
	(2,981)	(20,832)
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