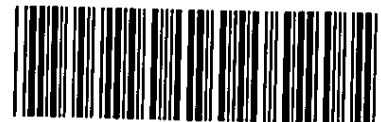


REGISTERED COMPANY NUMBER: 4727071 (ENGLAND AND WALES)  
REGISTERED CHARITY NUMBER: 1099570

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS For The Year Ended**  
**31 March 2007**  
**FOR**  
**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

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

WEDNESDAY



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COMPANIES HOUSE

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**CONTENTS OF THE FINANCIAL STATEMENTS**  
**for the Year Ended 31 March 2007**

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## HORSEBRIDGE ARTS & COMMUNITY CENTRE

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2007

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 2007. 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

G L Bush

R E Dean

Ms J H Harrison

Ms S Kettlewell

W McLachlan

Ms A Riley

Ms E Daone

Ms C McTurk

C Rees

**Company Secretary**

Ms A Riley

**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

#### **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.

## HORSEBRIDGE ARTS & COMMUNITY CENTRE

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2007

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

##### **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

During the year the charity organised the "A1 open" an event where any artist could exhibit their work in the galleries on a one off fee of £15. This event was very successful

#### **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 2007

#### **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.

In addition to the above the charity received a £50,000 interest free loan from Canterbury City Council during the year which is to be repaid by 10 annual instalments of £5000 commencing 2nd January 2010.

During the year it came to light that the centre's electricity metre had been incorrectly read by its then current electricity supplier. After negotiations by the Chief Executive with the electricity supplier a much reduced liability of £11,426.52 was agreed upon which is being repaid by 12 monthly instalments of £952.21 commencing April 2007.

#### **FUTURE DEVELOPMENTS**

The Horsebridge Arts and Community Centre is now in its third full year and continues to play host to an extensive variety of activities. Kent Adult Education Services offer 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.

In the next year the trustees hope to continue the success of the centre and to continue to expand the range of activities that are organized in-house.

#### **ON BEHALF OF THE BOARD:**



Ms A Riley-Secretary

16 July 2007

**REPORT OF THE ACCOUNTANTS TO THE TRUSTEES OF**  
**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

We report on the financial statements for the year ended 31 March 2007 set out on pages five to ten

**Respective responsibilities of trustees and reporting accountants**

As described on pages six to seven the charitable company's trustees are responsible for the preparation of the financial statements, and considers that the charitable company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion

**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the charitable company, and making such limited enquires of the officers of the charitable company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion

**Opinion**

In our opinion

- (a) the financial statements are in agreement with the accounting records kept by the charitable company under Section 221 of the Companies Act 1985,
- (b) having regard only to, and on the basis of, the information contained in those accounting records
  - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act, and
  - (ii) the charitable company satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1)

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

16 July 2007

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2007**

	Notes	31 3 07 Unrestricted funds £	31 3 06 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		522	1
Activities for generating funds	2	91,678	84,874
<b>Incoming resources from charitable activities</b>			
Operation of arts and community centre		79,668	62,250
<b>Total incoming resources</b>		<u>171,868</u>	<u>147,125</u>
 <b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Fundraising trading cost of goods sold and other costs		23,091	17,567
<b>Charitable activities</b>			
Operation of arts and community centre		121,759	105,735
Governance costs		45,182	42,810
<b>Total resources expended</b>		<u>190,032</u>	<u>166,112</u>
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>			
		(18,164)	(18,987)
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		14,022	33,009
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>(4,142)</u>	<u>14,022</u>

The notes form part of these financial statements

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**BALANCE SHEET**

**At 31 March 2007**

	Notes	31 3 07 Unrestricted funds £	31 3 06 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	5	400	470
<b>CURRENT ASSETS</b>			
Debtors	6	24,623	29,773
Cash at bank and in hand		57,082	12,325
		<u>81,705</u>	<u>42,098</u>
<b>CREDITORS</b>			
Amounts falling due within one year	7	(36,247)	(28,546)
		<u>45,458</u>	<u>13,552</u>
<b>NET CURRENT ASSETS</b>			
		45,858	14,022
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		45,858	14,022
<b>CREDITORS</b>			
Amounts falling due after more than one year	8	(50,000)	-
		<u>(4,142)</u>	<u>14,022</u>
<b>NET ASSETS/(LIABILITIES)</b>			
		<u>(4,142)</u>	<u>14,022</u>
<b>FUNDS</b>			
Unrestricted funds	9	(4,142)	14,022
<b>TOTAL FUNDS</b>		<u>(4,142)</u>	<u>14,022</u>

The notes form part of these financial statements



**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**BALANCE SHEET - CONTINUED**

**At 31 March 2007**

The charitable company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2007

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2007 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 2005)

The financial statements were approved by the Board of Trustees on 16 July 2007 and were signed on its behalf by



Ms J S Harvatt - Trustee



Ms A Riley - Trustee

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the Year Ended 31 March 2007**

**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 2005) 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 useful economic 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

**Pensions**

The charitable company operates a defined contribution pension scheme Contributions payable for the year are charged in the Statement of Financial Activity

**2. ACTIVITIES FOR GENERATING FUNDS**

	31 3 07	31 3 06
	£	£
Rental Income	22,040	21,398
Venue hire	67,660	62,974
Other fundraising events	1,217	502
Miscellaneous sales	761	-
	<u>91,678</u>	<u>84,874</u>

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

Net resources are stated after charging/(crediting)

	31 3 07	31 3 06
	£	£
Depreciation - owned assets	<u>70</u>	<u>83</u>

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2007**

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2007 nor for the year ended 31 March 2006

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2007 nor for the year ended 31 March 2006

**5. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
<b>COST</b>	
At 1 April 2006 and 31 March 2007	553
<b>DEPRECIATION</b>	
At 1 April 2006	83
Charge for year	70
At 31 March 2007	153
<b>NET BOOK VALUE</b>	
At 31 March 2007	400
At 31 March 2006	470

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

	31 3 07 £	31 3 06 £
Amounts falling due within one year		
Trade debtors	21,168	26,788
Other debtors	3,455	2,985
	<u>24,623</u>	<u>29,773</u>

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

	31 3 07 £	31 3 06 £
Trade creditors	-	1,625
Taxation and social security	-	2,141
Other creditors	36,247	24,780
	<u>36,247</u>	<u>28,546</u>

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

	31 3 07 £	31 3 06 £
Other creditors	50,000	-

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2007**

**8. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR - continued**

	31 3 07	31 3 06
	£	£
Amounts falling due in more than five years		
Repayable by instalments		
Canterbury city council loan	<u>35,000</u>	<u>-</u>

**9. MOVEMENT IN FUNDS**

	At 1 4 06	Net movement in funds	At 31 3 07
	£	£	£
<b>Unrestricted funds</b>			
General fund	14,022	(18,164)	(4,142)
	<u>14,022</u>	<u>(18,164)</u>	<u>(4,142)</u>
<b>TOTAL FUNDS</b>	<u>14,022</u>	<u>(18,164)</u>	<u>(4,142)</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	171,868	(190,032)	(18,164)
	<u>171,868</u>	<u>(190,032)</u>	<u>(18,164)</u>
<b>TOTAL FUNDS</b>	<u>171,868</u>	<u>(190,032)</u>	<u>(18,164)</u>

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2007**

	31 3 07 £	31 3 06 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts	3	1
Donations	519	-
	<hr/> 522	<hr/> 1
<b>Activities for generating funds</b>		
Rental Income	22,040	21,398
Venue hire	67,660	62,974
Other fundraising events	1,217	502
Miscellaneous sales	761	-
	<hr/> 91,678	<hr/> 84,874
<b>Incoming resources from charitable activities</b>		
Sundry income	250	250
City Council grants	74,418	62,000
Other grants	5,000	-
	<hr/> 79,668	<hr/> 62,250
<b>Total incoming resources</b>	171,868	147,125
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading, cost of goods sold and other costs</b>		
Advertising & publicity	14,248	10,851
Entertainment & performances	847	1,501
Other fundraising costs	7,996	5,215
	<hr/> 23,091	<hr/> 17,567
<b>Charitable activities</b>		
Salaries	84,748	82,299
Social security	5,819	5,451
Pensions	1,088	-
Rates and water	3,633	4,743
Light and heat	16,413	6,556
Cleaning	2,212	1,315
Repairs	7,846	5,371
	<hr/> 121,759	<hr/> 105,735
<b>Governance costs</b>		
Salaries	23,998	23,708
Social security	2,427	2,408
Pensions	814	-
Telephone	1,969	2,760
Carried forward	29,208	28,876

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 2007**

	31 3 07	31 3 06
	£	£
<b>Governance costs</b>		
Brought forward	29,208	28,876
Postage & stationery	1,077	4,466
Accountancy	4,405	4,020
Staff welfare	683	419
Sundry expenses	208	2,374
Licences	1,310	1,158
Insurances	3,123	1,414
Legal fees	5,098	-
Depreciation of tangible fixed assets	70	83
	<hr/>	<hr/>
	45,182	42,810
	<hr/>	<hr/>
<b>Total resources expended</b>	190,032	166,112
	<hr/>	<hr/>
<b>Net income/(expenditure)</b>	<u>(18,164)</u>	<u>(18,987)</u>

This page does not form part of the statutory financial statements