

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 2010**  
**FOR**  
**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

WEDNESDAY



A03 \*A9Z7SNFJ\* 182  
15/09/2010  
COMPANIES HOUSE

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

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

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**for the Year Ended 31 March 2010**

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## HORSEBRIDGE ARTS & COMMUNITY CENTRE

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2010

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 2010. 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    | Artist           |                    |
| Cllr J H Harrison | Councillor       | - resigned 11 9 09 |
| Ms C McTurk-Grun  | Artist Teacher   |                    |
| Ms A Riley        | Education        |                    |
| Mrs J Poynter     | Manager          | - resigned 22 3 10 |
| Mrs G Mind        | College Lecturer |                    |
| Mr G R Keays      | Sales Manager    |                    |
| Mr J H Wratten    | Retired          |                    |
| Mr I L Durant     | TV Director      |                    |
| Mrs E M Dyer      | Administrator    | - resigned 22 3 10 |

**Company Secretary**

Mr I L Durant

**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 2010

#### **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

#### **FINANCIAL REVIEW**

##### **Reserves policy**

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

##### **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

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31 March 2010**

**FINANCIAL REVIEW**

**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 sixth 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 15 of the Companies Act 2006 relating to small companies

**ON BEHALF OF THE BOARD**



Mr I L Durant - Secretary

27 May 2010

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2010**

|  | Notes | 31 3 10<br>Unrestricted<br>funds<br>£ | 31 3 09<br>Total<br>funds<br>£ |
|--|-------|---------------------------------------|--------------------------------|
| <b>INCOMING RESOURCES</b>                              |       |                                       |                                |
| <b>Incoming resources from generated funds</b>         |       |                                       |                                |
| Voluntary income                                       |       | 213                                   | 68                             |
| Activities for generating funds                        | 2     | 135,649                               | 115,968                        |
| <b>Incoming resources from charitable activities</b>   |       |                                       |                                |
| Operation of an arts and community centre              |       | 42,421                                | 76,756                         |
| <b>Total incoming resources</b>                        |       | <u>178,283</u>                        | <u>192,792</u>                 |
| <br><b>RESOURCES EXPENDED</b>                          |       |                                       |                                |
| <b>Costs of generating funds</b>                       |       |                                       |                                |
| Fundraising trading cost of goods sold and other costs |       | 26,132                                | 33,323                         |
| <b>Charitable activities</b>                           |       |                                       |                                |
| Operation of an arts and community centre              |       | 120,608                               | 123,873                        |
| Governance costs                                       |       | 27,964                                | 38,577                         |
| <b>Total resources expended</b>                        |       | <u>174,704</u>                        | <u>195,773</u>                 |
| <br><b>NET INCOMING/(OUTGOING)<br/>RESOURCES</b>       |       |                                       |                                |
|  |       | 3,579                                 | (2,981)                        |
| <br><b>RECONCILIATION OF FUNDS</b>                     |       |                                       |                                |
| <b>Total funds brought forward</b>                     |       | (27,955)                              | (24,974)                       |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b>                 |       | <u><u>(24,376)</u></u>                | <u><u>(27,955)</u></u>         |

The notes form part of these financial statements

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**BALANCE SHEET**  
**At 31 March 2010**

|  | Notes | 31 3 10<br>Unrestricted<br>funds<br>£ | 31 3 09<br>Total<br>funds<br>£ |
|--|-------|---------------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                          |       |                                       |                                |
| Tangible assets                              | 6     | 2,280                                 | 2,682                          |
| <b>CURRENT ASSETS</b>                        |       |                                       |                                |
| Debtors amounts falling due within one year  | 7     | 23,277                                | 23,435                         |
| Cash at bank and in hand                     |       | <u>32,801</u>                         | <u>41,777</u>                  |
|  |       | 56,078                                | 65,212                         |
| <b>CREDITORS</b>                             |       |                                       |                                |
| Amounts falling due within one year          | 8     | (37,734)                              | (50,849)                       |
|  |       | <u>18,344</u>                         | <u>14,363</u>                  |
| <b>NET CURRENT ASSETS</b>                    |       |                                       |                                |
|  |       | 20,624                                | 17,045                         |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       |                                       |                                |
|  |       | (45,000)                              | (45,000)                       |
| <b>NET ASSETS/(LIABILITIES)</b>              |       | <u>(24,376)</u>                       | <u>(27,955)</u>                |
| <b>FUNDS</b>                                 | 10    |                                       |                                |
| Unrestricted funds                           |       | <u>(24,376)</u>                       | <u>(27,955)</u>                |
| <b>TOTAL FUNDS</b>                           |       | <u>(24,376)</u>                       | <u>(27,955)</u>                |

The notes form part of these financial statements

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**BALANCE SHEET - CONTINUED**

**At 31 March 2010**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2010

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2010 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 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 Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 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 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 27 May 2010 and were signed on its behalf by



Mr G R Keeys -Trustee



Mr I L Durant -Trustee





**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2010**

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2010 nor for the year ended 31 March 2009

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2010 nor for the year ended 31 March 2009

**5. STAFF COSTS**

|                       | 31 3 10        | 31 3 09        |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and salaries    | 97,850         | 106,632        |
| Social security costs | 7,016          | 7,804          |
| Other pension costs   | 1,153          | 1,153          |
|                       | <u>106,019</u> | <u>115,589</u> |

**6. TANGIBLE FIXED ASSETS**

|                                   | Fixtures and fittings<br>£ |
|-----------------------------------|----------------------------|
| <b>COST</b>                       |                            |
| At 1 April 2009 and 31 March 2010 | <u>3,783</u>               |
| <b>DEPRECIATION</b>               |                            |
| At 1 April 2009                   | 1,101                      |
| Charge for year                   | 402                        |
| At 31 March 2010                  | <u>1,503</u>               |
| <b>NET BOOK VALUE</b>             |                            |
| At 31 March 2010                  | <u>2,280</u>               |
| At 31 March 2009                  | <u>2,682</u>               |

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

|               | 31 3 10       | 31 3 09       |
|---------------|---------------|---------------|
|               | £             | £             |
| Trade debtors | 19,272        | 16,571        |
| Other debtors | 2,136         | -             |
| Prepayments   | 1,869         | 6,864         |
|               | <u>23,277</u> | <u>23,435</u> |

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the Year Ended 31 March 2010**

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

|                              |               |               |
|------------------------------|---------------|---------------|
|                              | 31 3 10       | 31 3 09       |
|                              | £             | £             |
| Canterbury city council loan | 5,000         | 5,000         |
| Trade creditors              | 3,097         | 649           |
| Accruals and deferred income | 29,637        | 45,200        |
|                              | <u>37,734</u> | <u>50,849</u> |

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

|   |               |               |
|---|---------------|---------------|
|   | 31 3 10       | 31 3 09       |
|   | £             | £             |
| Canterbury city council loan                | 45,000        | 45,000        |
|   | <u>45,000</u> | <u>45,000</u> |
| Amounts falling due in more than five years |               |               |
| Repayable by instalments                    |               |               |
| Canterbury city council loan                | 45,000        | 45,000        |
|   | <u>45,000</u> | <u>45,000</u> |

The loan from Canterbury City Council is repayable in annual instalments of £5,000. Repayment of the loan is currently suspended.

**10. MOVEMENT IN FUNDS**

|                           | At 1 4 09       | Net movement<br>in funds | At 31 3 10      |
|---------------------------|-----------------|--------------------------|-----------------|
|                           | £               | £                        | £               |
| <b>Unrestricted funds</b> |                 |                          |                 |
| General fund              | (27,955)        | 3,579                    | (24,376)        |
|                           | <u>(27,955)</u> | <u>3,579</u>             | <u>(24,376)</u> |
| <b>TOTAL FUNDS</b>        |                 |                          |                 |

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

|                           | Incoming<br>resources | Resources<br>expended | Movement in<br>funds |
|---------------------------|-----------------------|-----------------------|----------------------|
|                           | £                     | £                     | £                    |
| <b>Unrestricted funds</b> |                       |                       |                      |
| General fund              | 178,283               | (174,704)             | 3,579                |
|                           | <u>178,283</u>        | <u>(174,704)</u>      | <u>3,579</u>         |
| <b>TOTAL FUNDS</b>        |                       |                       |                      |

**HORSEBRIDGE ARTS & COMMUNITY CENTRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31 March 2010**

|  | 31 3 10 | 31 3 09 |
|--|---------|---------|
|  | £       | £       |
| <b>INCOMING RESOURCES</b>                                      |         |         |
| <b>Voluntary income</b>  |         |         |
| Gifts  | -       | (2)     |
| Donations  | 213     | 70      |
|  | <hr/>   | <hr/>   |
|  | 213     | 68      |
| <b>Activities for generating funds</b>                         |         |         |
| Rental Income  | 21,427  | 24,899  |
| Venue hire   | 87,431  | 60,610  |
| Box office income  | 23,332  | 28,435  |
| Other fundraising events                                       | 1,860   | 540     |
| Miscellaneous sales  | 1,599   | 1,484   |
|  | <hr/>   | <hr/>   |
|  | 135,649 | 115,968 |
| <b>Incoming resources from charitable activities</b>           |         |         |
| Sundry income  | 2,421   | 3,944   |
| City Council grants  | 40,000  | 70,000  |
| Other grants   | -       | 2,812   |
|  | <hr/>   | <hr/>   |
|  | 42,421  | 76,756  |
|  | <hr/>   | <hr/>   |
| <b>Total incoming resources</b>                                | 178,283 | 192,792 |
| <b>RESOURCES EXPENDED</b>                                      |         |         |
| <b>Fundraising trading: cost of goods sold and other costs</b> |         |         |
| Advertising & publicity  | 8,236   | 9,669   |
| Entertainment & performances                                   | 17,749  | 21,819  |
| Gallery & exhibition costs                                     | 147     | 1,835   |
|  | <hr/>   | <hr/>   |
|  | 26,132  | 33,323  |
| <b>Charitable activities</b>                                   |         |         |
| Salaries   | 84,018  | 83,708  |
| Social security  | 5,611   | 5,566   |
| Pensions   | 553     | 553     |
| Rates and water  | 4,893   | 4,794   |
| Light and heat   | 18,886  | 18,585  |
| Cleaning   | 2,399   | 2,339   |
| Repairs & maintenance  | 4,248   | 8,328   |
|  | <hr/>   | <hr/>   |
|  | 120,608 | 123,873 |
| <b>Governance costs</b>  |         |         |
| Salaries   | 13,832  | 22,924  |
| Social security  | 1,405   | 2,238   |
| Pensions   | 600     | 600     |
| Carried forward  | 15,837  | 25,762  |

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 2010**

|                                 | 31 3 10      | 31 3 09        |
|---------------------------------|--------------|----------------|
|                                 | £            | £              |
| <b>Governance costs</b>         |              |                |
| Brought forward                 | 15,837       | 25,762         |
| Telephone                       | 1,934        | 1,035          |
| Postage & stationery            | 1,897        | 2,156          |
| Accountancy                     | 3,083        | 2,992          |
| Staff welfare                   | 492          | 632            |
| Sundry expenses                 | 418          | 1,101          |
| Licences                        | 180          | 763            |
| Insurances                      | 3,721        | 3,663          |
| Fixtures and fittings           | 402          | 473            |
|                                 | <hr/>        | <hr/>          |
|                                 | 27,964       | 38,577         |
|                                 | <hr/>        | <hr/>          |
| <b>Total resources expended</b> | 174,704      | 195,773        |
|                                 | <hr/>        | <hr/>          |
| <b>Net income/(expenditure)</b> | <u>3,579</u> | <u>(2,981)</u> |

This page does not form part of the statutory financial statements