

THE POETRY SCHOOL

Annual report and accounts for
the year ended 30th June 2000

Registered Office: 130c Evering Road
London N16 7BD

Company Number: 3434849

The Poetry School is a company limited by guarantee
and a registered charity, no. 1069314.



THE POETRY SCHOOL

Directors' and Trustees' Report

The directors and trustees present their report and accounts for the year ended 30th June 2000.

Principal Activity

The School is registered as a charity and constituted as a company limited by guarantee and is therefore governed by its memorandum and articles of association. The School's object and its principal activity continues to be that of providing poetry and literature courses to further the study and practice of poetry.

The Financial Position

This year's courses have been fully subscribed, a measure of the School's continuing success. The accounts show income of £50,757 an increase of approximately 20%, which came equally from the main funder, the London Arts Board, and course fees. Reserves rose 15% to £15,208.

Directors and Trustees

All directors of the company are also trustees of the charity and all served throughout the year and were:

Ms Mimi Khalvati	Coordinator
Mr William Barrington Shaw	Secretary
Dr Shanta Acharya	Treasurer
Mr Stephen Stuart-Smith	Chair
Ms Christina Mary Patterson	

None of the directors receive any financial benefit from the company with the exception of Ms Khalvati who was remunerated for her professional services to the School in accordance with the Memorandum of Association (4e).

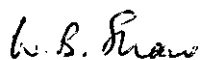
Directors' Responsibilities

The Trustees as Directors:

- have taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A(1)(total exemption)
- confirm that no notice has been deposited under Section 249b(2) of the Companies Act 1985
- acknowledge their responsibilities for ensuring that the company keeps accounting records complying with Section 221 of the Companies Act 1985
- acknowledge their responsibilities for preparing accounts which give a true and fair view of the company as at 30th June 2000 and of its results for the period then ended in accordance with the Companies Act 1985.

The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act relating to small companies (Section 246(8) of the Act).

This report was approved by the Board of Directors and Trustees on 31st March 2001 and signed on its behalf by:



W.B.Shaw

Company secretary, director and trustee

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Statement of Financial Activities for the year ended 30 June 2000

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1999/00 £	Total Funds 1998/99
Income and Expenditure					
Incoming Resources					
London Arts Board		16,440	-	16,440	11,940
Donations		-	760	760	2,128
Courses		24,451	-	24,451	26,258
Workshops		2,518	-	2,518	
Tutorials		1,860	-	1,860	
Masterclass		751	-	751	
Seminars		1,282	-	1,282	
Rental		1,750	-	1,750	712
Bank interest		645	-	645	165
Other income		300	-	300	100
Total incoming resources		49,997	760	50,757	41,303
Resources Expended					
Direct charitable expenditure	2	32,728	500	33,228	25,701
Fundraising and publicity	3	903	-	903	300
Management and administration of the charity	4	14,200	-	14,200	7,950
Total resources expended	5	47,831	500	48,331	33,951
Net incoming/(outgoing) resources before transfers		2,166	260	2,426	7,352
Transfer between funds	6	100	(100)	-	-
Net incoming/(outgoing) resources for the year		2,266	160	2,426	7,352
Net movement in funds		2,266	160	2,426	7,352
Balances brought forward at 1 July 1999		12,782	-	12,782	5,430
Balances carried forward at 30 June 2000		15,048	160	15,208	12,782

The notes on pages 4 to 5 form part of these accounts

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Balance Sheet at 30th June 2000

	Note	1999/00 £	1998/99 £
Fixed assets		-	-
Current assets			
Cash at bank and in hand		<u>15,208</u>	<u>12,782</u>
		15,208	12,782
Liabilities			
Amounts falling due within one year		-	-
Net current assets		<u>15,208</u>	<u>12,782</u>
Total assets less current liabilities		<u>15,208</u>	<u>12,782</u>
Liabilities			
Amounts falling due after more than one year		-	-
Net assets		<u>15,208</u>	<u>12,782</u>
Funds			
Unrestricted		15,048	12,782
Restricted	6	<u>160</u>	-
		15,208	12,782

For the year ended 30th June 2000 the company was entitled to exemption under section 249A (1) of the Companies Act 1985.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2).

The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with section 221; and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The accounts are prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies.

Approved by the board of directors and trustees on 31st March 2001
and signed on its behalf by:

W.B. Shaw

Mr W.B. Shaw
Director and trustee

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Notes to the accounts for the year ended 30 June 2000

1. Accounting Policies

These accounts have been prepared in accordance with Financial Reporting Standard for smaller entities (FRSSE) and the Charities SORP.

No changes have been made to accounts for previous years.

	Unrestricted Funds £	Restricted Funds £	Total 1999/00 £	Total 1998/99 £
2. Direct Charitable Expenditure				
Tutor fees	27,855	-	27,855	20,176
Venue hire	2,326	-	2,326	2,081
Equipment and materials	192	-	192	1,932
Print and postage	2,355	-	2,355	1,012
Grants	-	500	500	500
	32,728	500	33,228	25,701

3. Fundraising and Publicity

Marketing	903	-	903	300
	903	-	903	300

4. Management and Administration of the Charity

Office costs	14,022	-	14,022	7,750
Legal and professional fees	15	-	15	100
Audit and accountancy fees	50	-	50	100
Bank charges	113	-	113	-
	14,200	-	14,200	7,950

	Staff costs £	Other costs £	Total 1999/00 £	Total 1998/99
5. Total resources expended				
Courses	-	32,728	32,728	25,201
Fundraising and publicity	-	903	903	300
Management and administration of the charity	-	14,200	14,200	7,950
Grants	-	500	500	500
		48,331	48,331	33,951

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Notes to the accounts for the year ended 30 June 2000(cont.)

	Balance 1 July 1999	Movement in resources		Balance 30 June 2000
		Incoming	Outgoing	
6. Restricted funds				
Waltham Forest	-	500	500	-
Bursary	-	260	100	160
	-	760	600	160

The grant received from Waltham Forest was a subsidy towards course fees for a specific named individual.

Donations received for the Bursary Fund are used for subsidising course fees.

Subsidies on the Bursary fund are made initially from unrestricted direct charitable expenditure and transfers are made between these two funds at the year end to reflect the movement in resources.