

The Poetry School
Accounts
As at
31st March 2002



The Poetry School

Company Information:

Directors:

J. Cuthbert
M. Khalvati
W.B. Shaw
S. Acharya
S. Stuart-Smith
M. Enright
J. Palmer

Secretary:

W.B. Shaw

Company Number:

03434849

Charity Number:

1069314

Registered Office:

1A Jewel Road
London
E17 4QU

Auditors:

Michael Bell & Co.
56 St. James's Street
Walthamstow
E17 7PE

Bankers:

Barclays Bank plc
278 Hoe Street
E17 9QE

CAFCASH Limited
Kingshill
West Malling
Kent
ME19 4TA

The Poetry School (Limited by Guarantee)

Report of the Directors/Trustees

The Directors who are also the Trustees present their report and the financial statements for the year ending 31st March 2002.

Principal Activity:

The principal activity is to promote the study and practice of poetry.

Business Review:

The state of the company's affairs and operating results for the year are as shown in the attached financial statements.

Directors and their interests:

The Directors who served during the year were as follows:-

M. Khalvati	W.B. Shaw
S. Acharya	M. Enright
S. Stuart-Smith	J. Palmer
J. Cuthbert	

The Directors received no remuneration and have no beneficial interest in the company, apart from M. Khalvati who was paid for her professional services as Tutor and Co-ordinator in accordance with clause 4E of the Memorandum & Articles of Association.

Directors' Responsibilities:

Company Law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the directors are required to:-

- * select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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Report of the Directors/Trustees (continued)

Auditors:

The auditors, Michael Bell & Co, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This Report was approved by the Board of Directors on 4th December 2002, taking advantage of the Special Exemptions available to small companies conferred by Part II of Schedule 8 of the Companies Act 1985.

By Order to the Board

W.B. Shaw

.....
W.B. Shaw (Secretary)

4/12/02
.....

Independent Auditors' Report

The Poetry School

We have audited the financial statements of the above named company for the year ended 31st March 2002 which comprise the Profit and Loss Account, Balance Sheet and the related notes.

These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Directors' Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Independent Auditors Report (continued)

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31st March 2002 and of its result for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

A handwritten signature in black ink that reads "Michael Bell & Co". The signature is written in a cursive, flowing style.

Michael Bell & Co.
Registered Auditors/Chartered Accountants
56 St. James's Street
E17 7PE

8th December 2002

The Poetry School

Statement of Financial Activities for the year ended 31st March 2002

Income and Expenditure		Unrestricted Funds	Restricted Funds	Total Funds 2002	Total Funds 2001
Incoming Resources	Notes	£	£	£	£
London Arts Board		31,300	0	31,300	20,000
Royal Mail Grant		0	0	0	794
Royal Literary Fund Grant		0	0	0	850
Donations		474	0	474	291
Courses		35,187	0	35,187	31,752
Lecture Series		2,321	0	2,321	1,785
Tutorials		1,291	0	1,291	814
Masterclass		1,454	0	1,454	1,219
Seminars		4,897	0	4,897	3,790
Rental		1,750	0	1,750	1,850
Bank interest		1,002	0	1,002	946
Special Events		4,006	0	4,006	1,252
Other income		82	0	82	42
Community Fund		0	15,367	15,367	0
Total Incoming Resources		<u>83,764</u>	<u>15,367</u>	<u>99,131</u>	<u>65,385</u>
		=====	=====	=====	=====
Resources Expended					
Direct Charitable expenditure	2	80,692	0	80,692	54,528
Fundraising and publicity	3	742	0	742	3,056
Management & administration	4	5,108	0	5,108	5,765
Total Resources expended	5	<u>86,542</u>	<u>0</u>	<u>86,542</u>	<u>63,349</u>
		=====	=====	=====	=====
Net Incoming/(Outgoing) resources before transfers		-2,778	15,367	12,589	2,036
Transfer between funds	6	-6,508	6,508	0	0
Net Movement in funds		<u>-9,286</u>	<u>21,875</u>	<u>12,589</u>	<u>2,036</u>
Balances brought forward at 1/4/01		18,352	440	18,792	16,756
Balances carried forward at 31/3/01		<u>9,066</u>	<u>22,315</u>	<u>31,381</u>	<u>18,792</u>
		=====	=====	=====	=====

The notes on pages 4 to 5 form part of these financial statements.

The Poetry School

Balance Sheet as at 31st March 2002

		2002	2001
	Notes	£	£
Fixed Assets			
Tangible Fixed Assets		1,740	0
Current Assets			
Prepayment	500		500
Cash at bank and in hand	29,241		18,392
	<u>29,741</u>		<u>18,892</u>
Creditors - amounts falling due within one year	-100		-100
Current Assets less Current Liabilities		<u>29,641</u>	<u>18,792</u>
Total Assets		<u>31,381</u>	<u>18,792</u>
		=====	=====
Funds			
Unrestricted		9,066	18,352
Restricted	6	22,315	440
		<u>31,381</u>	<u>18,792</u>
		=====	=====

Approved by the Board of Trustees on 4th December 2002 and signed on its behalf by:



..... Trustee and Director

The notes on pages 4 to 5 form part of these financial statements.

The Poetry School

Notes to the Financial Statements for the year ended 31st March 2002

1) Accounting Policies:-

- a. These accounts have been prepared under the historic cost convention and the Charities SORP and incorporates the continuing activity described in the Trustees Report.
- b. The Trustees having considered the format of the Income/Expenditure Account set out in Sch.4 of the Companies Act 1985, consider that is it not wholly appropriate for the activities of this company and have taken advantage of paragraph 2(3) of Sch.4 and have presented an alternative format which better reflects the special nature of the company's activities.

			Total	Total
2)	Direct Charitable Expenditure: all Unrestricted		2002	2001
			£	£
	Cost of Staff		25,198	13,130
	Tutor fees		37,324	30,597
	Venue Hire		3,188	2,657
	Equipment and materials		1,505	315
	Print and postage		86	0
	Communications and fees		9,203	3,607
	Grants/Refunds		4,930	1,890
	Marketing/Events		998	2,332
	Capitalisation		-1,740	0
			<u>80,692</u>	<u>54,528</u>
			=====	=====
3)	Fundraising and Publicity:			
	Marketing		742	3,054
			=====	=====
4)	Management and Administration:			
	Office costs		4,481	4,654
	Legal and professional fees		15	15
	Audit fees		411	1,066
	Bank charges		201	30
			<u>5,108</u>	<u>5,765</u>
			=====	=====
		Staff	Total	Total
		Costs	2002	2001
		£	£	£
5)	Total Resources Expended			
	Courses	25,198	75,762	52,638
	Fundraising and publicity	0	742	3,054
	Management and administration	0	5,108	5,765
	Grants/Refunds	0	4,930	1,890
		<u>25,198</u>	<u>86,542</u>	<u>63,347</u>
		=====	=====	=====

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Notes to the Financial Statements (continued) for the year ending 31st March 2002

6) Restricted Funds	Balance 1/4/01	Movement in resources Incoming Outgoing		Balance 31/3/02
Bursary	440	9,119	3,051	6,508
	=====	=====	=====	=====

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.

- 7) The company has taken advantage of the exemption in F.R.S.1. from the requirement to produce a cash-flow statement on the grounds that it is a small entity.

8) Tangible Fixed Assets	<u>2002</u> £	<u>2001</u> £
Equipment, as valued 31/3/2002	1,740	0
Additions	0	0
	<u>1,740</u>	<u>0</u>
	=====	=====
Depreciation		
Balance 31/3/2001	0	0
Charged in year	0	0
	<u>0</u>	<u>0</u>
	=====	=====
Net Book Value	<u>1,740</u>	<u>0</u>
	=====	=====

Depreciation Policy:- The Trustees have reviewed their capitalisation policy and have decided to comply with the S.O.R.P. 2000 thereupon. Depreciation will be provided at rates equivalent to the anticipated life of the asset, less residual value. The rate shall be 33%, upon the straight-line method.

Notes to the Financial Statements (continued) for the year ended 31st March 2002

9) Analysis of Funds	Unrestricted Funds £	Restricted Funds £	Total 2002 £
Fixed Assets	1,740	0	1,740
Current Assets	7,326	22,415	29,741
Current Liabilities	0	-100	-100
	<u>9,066</u>	<u>22,315</u>	<u>31,381</u>
	=====	=====	=====

10) Creditors due within one year	2002 £	2001 £
Accrual	100	100
Deferred income	0	0
	<u>100</u>	<u>100</u>
	=====	=====