

Charity Registration No. SC002848

Company Registration No. SC123773 (Scotland)

FIREFLY ARTS LIMITED
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014

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COMPANIES HOUSE

FIREFLY ARTS LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mary Gapinski
Frazer Henderson
Lynsey Kelly
Philip Kingscott
Sinclair MacKenzie
Andrew Miller
Emma Mooney
Thursa Sanderson
Rod Young
Eleanor Stewart
John Ward

Secretary

Alison Cockcroft

Charity number

SC002848

Company number

SC123773

Registered office

Howden Park Centre
Howden
Livingston
West Lothian
EH54 6AE

Independent examiner

McFadden Associates Limited
19 Rutland Square
Edinburgh
EH1 2BB

FIREFLY ARTS LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2014

The trustees present their report and accounts for the year ended 31 March 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's articles of association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

Governance

Firefly Arts Limited is a charitable company limited by guarantee. Formerly known as West Lothian Youth Theatre it was incorporated on 15 March 1990. The Company was established under a Memorandum of Association which established the objects and the powers of the charitable company and is governed under its Articles of Association. These documents were updated in line with legislation and best practice with the change of company name. Firefly Arts Ltd is registered with the office of the Scottish Charity Regulator (OSCR).

The Company is governed by a Board of Directors. Board members are elected to serve for a period of four years and may under exceptional circumstances be re-elected for a second final term. Throughout 2013/2014 the board of Directors consisted of seven members plus a number of observers from major funder West Lothian council, who meet 6 times a year.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mary Gapinski

Frazer Henderson

Lynsey Kelly

Philip Kingscott

Sinclair MacKenzie

Andrew Miller

Emma Mooney

(Appointed 19 March 2014)

Thursa Sanderson

Rod Young

Eleanor Stewart

John Ward

Recruitment and retention of Board Members is planned to secure a range of skills amongst the Board of Directors to ensure the aims and objectives of Firefly are well informed and fulfilled. All Board Members are encouraged to become familiar with the practical work of the charity, and supported to attend board development training sessions offered by external providers.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Risk Management

The Directors regularly review major risk to which the charity is exposed, and are satisfied that systems have been established to mitigate those risks. The principal risks and uncertainties facing the charity relate to future funding and this is managed by preparation of budgets and regular review by the Directors. The continued national financial situation is of concern to all public and charitable bodies, and while our core funding from West Lothian Council has now been on standstill for 4 years, we have taken this into consideration in our budgeting and financial planning.

FIREFLY ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Objectives and activities

Firefly Arts offer theatre, film and performance activity for children and young people aged 5 to 25 years, and deliver a wide range of weekly workshops, holiday activity, training, school and community projects across West Lothian. Firefly Arts is committed to providing quality and equitable arts experience for all, regardless of cultural, economic and educational background, and aiming to:

- Enhance personal and social development, confidence and self-esteem.
- Advance creative and performance skills, artistic opportunity and technical skills.
- Generate innovative social, educational and cultural exchange.

Achievements and performance

2013/14 has been a successful year for Firefly, with the company maintaining good attendance figures for core theatre, film and arts activity across West Lothian, securing national recognition for youth theatre development, and progressing strategic partnerships with schools, community, youth and health services.

Having emerged from an extended period of rigorous paring and organisational restructure, Firefly is now in a position to place economic stability, quality provision and effective resourcing at the core of the organisation. While watchful of on-going financial challenge, we are confident in our role of providing quality and accessible arts experience to children and young people across West Lothian. We have increased our organisational reserve from 3 months to 4 months operating costs which brings the Company well within OSCR guidelines, and progresses us towards the green light status of 6 months as featured in the West Lothian Council health check.

Throughout the year Firefly provided 11 weekly film and drama workshops in Livingston, Bathgate, Linlithgow and East Calder. Participants range from 5 to 19 years, and progress through a range of creative, technical and personal development skills. Holiday projects took place in Christmas and Easter school holidays, and included film-making and theatre workshops, sound/technology training, play in a week and performance projects, and a roving Ninja Arts programme

Firefly has continued to build partnership projects with schools across West Lothian, providing a series of performance, personal and professional development programmes with Pinewood, Beattie and Donaldson's primary and senior schools; Blackburn, Pinewood, Our Lady of Lourdes, Murrayfield, Falla Hill, St Paul's, Low Port, Addiwell, Bankton and Bridgend primary schools; St Kentigern's and Bathgate Academies.

Firefly's outreach and community partnerships have also progressed this year, with Firefly delivering collaborative projects with Armadale Youth Space; The Craig Inn Centre, Blackridge; Knightsridge Adventure Project; Boghall Drop-in Centre; Fauldhouse Community Development Trust; Bathgate Chill Out Zone; Fauldhouse Library; West Lothian Autism team; West Lothian Youth Inclusion Project; West Lothian HYPE; West Lothian Young Carers; West Lothian Domestic abuse and Sexual Assault Team.

Much of Firefly's capacity to attract experienced artists to deliver quality arts activity is due to trust and foundation project funding. In 2013/2014 this included:

- 731 Bathgate Nights: A 2 year film & performance project funded by Creative Scotland.
- PLANET: Programming for young people with additional support needs funded by The Big Fund.
- PlayShed Creative play programme Funded by Communities and Families Lottery Fund.
- SoundTown: Song, music and sound-design programme funded by Youth Music Initiative.
- Bird On The Wire and Fly On The Wall: Performance and media programmes supported through West Lothian Council's Alcohol Diversionary Funds.

FIREFLY ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

Youth Theatre remains at the heart of Firefly's programming, with productions, theatre and technical skills and youth theatre exchange across the year, and maintaining a pro-active role in Scotland's blossoming youth arts industry. Key productions in 2013/2014 included Women in Power (Aristophanes) for the National Festival of Youth Theatre; The Fire Raisers by Max Frisch; The Witches by Roald Dahl and a devised piece, Heaven and Hell.

There have been no core staff changes during 2013/2014, and the team's capacity has been enhanced by a growing bank of freelance, music, film, visual arts and movement specialists. Throughout the year, Firefly supported the professional progression of staff, associate artists, trainees and volunteers with a regular in-house training programme, external CPD and assisted access to professional mentoring programmes.

Over the 12 month period from April 2013 to March 2014, Firefly provided 813 workshop, project and activity sessions, and total attendance for children and young people this year was 9,244.

Financial review

Firefly completed the financial year with a fund balance of £146,801, made up of £42,651 in restricted funds, and £104,150 in unrestricted funds. This has enabled Firefly to set aside 3 months of running costs as a Company reserve, ensuring that in the event of a significant drop in funding, the Company will be able to continue the current activities while consideration is given to ways in which additional funds may be raised.

With continued core support from West Lothian Council, regular monitoring and careful financial management the Trustees are confident that Firefly can maintain its financial position in the year ahead.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be at a level equivalent to three month's operating expenditure. It is the aim of the charity to build towards this target level of reserves which equates to approximately £45,000. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Plans for the future

This year has been one of stability in terms of our finances, our core work and our core staffing. This has enabled us to greatly increase our community partnership work, something I feel has been of great benefit to Firefly and also to the many groups we have been able to work with.

For the coming year we will continue to develop and support our core workshop, holiday activity and youth theatre services, whilst looking to expand our project and community programmes through specific additional funding streams. Our increased partnership working has been a considerable new strength this past year and we will be looking to continue this with enthusiasm.

All Firefly's achievements are rooted in our amazing staff team, our community partners, the fantastic young participants who attend our workshops, and their highly supportive families.

On behalf of the Board of Directors



Andrew Miller

Trustee

Dated: 26 August 2014

FIREFLY ARTS LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FIREFLY ARTS LIMITED

I report on the accounts of the charity for the year ended 31 March 2014, which are set out on pages 5 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006, and they consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to our attention.

Basis of independent examiner's report

My examination was carried out in accordance with the Statement of Standards for Reporting Accountants and Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, there is no matter:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of Regulation 8 of the 2006 Accounts Regulations and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

have not been met; or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Stewart CA

19 Rutland Square
Edinburgh
EH1 2BB

Dated: 26 August 2014

FIREFLY ARTS LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
<u>Incoming resources from generated funds</u>					
Donations and core funding	2	120,543	-	120,543	120,232
Investment income	3	211	-	211	8
		120,754	-	120,754	120,240
Incoming resources from charitable activities	4	42,731	26,455	69,186	105,116
Total incoming resources		163,485	26,455	189,940	225,356
<u>Resources expended</u>					
	5				
<u>Charitable activities</u>					
Youth Theatre Company		130,715	44,238	174,953	162,741
Governance costs		927	-	927	1,109
Total resources expended		131,642	44,238	175,880	163,850
Net income/(expenditure) for the year/ Net movement in funds		31,843	(17,783)	14,060	61,506
Fund balances at 1 April 2013		72,307	60,434	132,741	71,235
Fund balances at 31 March 2014		104,150	42,651	146,801	132,741

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

FIREFLY ARTS LIMITED

BALANCE SHEET

AS AT 31 MARCH 2014

	Notes	2014 £	£	2013 £	£
Fixed assets					
Tangible assets	10		6,029		981
Current assets					
Debtors	11	12,940		38,412	
Cash at bank and in hand		152,944		120,746	
		165,884		159,158	
Creditors: amounts falling due within one year	12	(25,112)		(27,398)	
Net current assets			140,772		131,760
Total assets less current liabilities			146,801		132,741
Income funds					
Restricted funds	13		42,651		60,434
Designated funds	14		36,314		15,000
Unrestricted funds	14		67,836		57,307
			146,801		132,741

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2014. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

The accounts were approved by the Board on 26 August 2014



Andrew Miller

Trustee

Company Registration No. SC123773

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2014

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Donations and similar income are included in the financial statements when the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it.

Grant income from local authorities and trusts are recognised when it falls due.

Other charitable income in respect of the charitable activities is recognised when it can be recognised with certainty, is able to be measured accurately and once entitlement to the income is confirmed.

1.3 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.

Charitable activity expenditure includes all expenditure directly incurred in furthering the objectives of the charity.

Governance costs consists of the costs of financial services, accounts preparation, mandatory legal and professional fees, and any other expenditure incurred in compliance with legal requirements of the charity.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery	25% straight line
Fixtures, fittings & equipment	25% straight line

Items under £500 are not capitalised.

1.5 Taxation

The company has charitable status and is exempt from taxation. The company is not registered for VAT and accordingly any irrecoverable VAT is included in the expenditure concerned.

1.6 Fund accounting

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

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

Unrestricted designated funds are funds which have been placed in reserves by the directors to meet future anticipated costs of the relocation of the registered office.

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

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

2 Donations and core funding

	2014 £	2013 £
Donations and gifts	11,615	9,580
Grants receivable for core activities	108,928	110,652
	<u>120,543</u>	<u>120,232</u>

3 Investment income

	2014 £	2013 £
Interest receivable	<u>211</u>	<u>8</u>

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Workshops and Activity weeks	24,412	-	24,412	22,083
Grants and other public funding	-	26,455	26,455	66,709
Project income	18,319	-	18,319	16,324
	<u>42,731</u>	<u>26,455</u>	<u>69,186</u>	<u>105,116</u>

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2014 £	Total 2013 £
Charitable activities					
<u>Youth Theatre Company</u>					
Activities undertaken directly	100,748	2,152	44,880	147,780	134,021
Support costs	-	-	27,173	27,173	28,720
Total	100,748	2,152	72,053	174,953	162,741
Governance costs	-	-	927	927	1,109
	100,748	2,152	72,980	175,880	163,850

6 Activities undertaken directly

	Unrestricted	Restricted	2014 £	2013 £
Other costs relating to youth theatre company comprise:				
Rent & Venue Hire	2,759	3,968	6,727	3,784
Travel expenses	1,693	639	2,332	1,696
Materials	2,140	1,531	3,671	4,995
Freelancer fees	14,534	17,512	32,046	34,254
Other Costs	104	-	104	987
	21,230	23,650	44,880	45,716

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

7 Support costs

	2014	2013
	£	£
Office costs	27,173	28,720
	27,173	28,720

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2014	2013
	Number	Number
Administration	2	2
Drama Workers	4	3
	6	5

Employment costs

	2014	2013
	£	£
Wages and salaries	94,321	81,347
Social security costs	6,427	5,320
	100,748	86,667

There were no employees whose annual remuneration was £60,000 or more.

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

10 Tangible fixed assets

	Website	Plant and machinery	Fixtures, fittings & equipment	Total
	£	£	£	£
Cost				
At 1 April 2013 and at 31 March 2014	2,000	69,176	9,729	80,905
Depreciation				
At 1 April 2013	2,000	67,318	4,834	74,152
Charge for the year	-	-	724	724
At 31 March 2014	2,000	67,318	5,558	74,876
Net book value				
At 31 March 2014	-	1,858	4,171	6,029
At 31 March 2013	-	981	-	981

11 Debtors

	2014 £	2013 £
Other debtors	12,496	38,075
Prepayments and accrued income	444	337
	12,940	38,412

12 Creditors: amounts falling due within one year

	2014 £	2013 £
Trade creditors	4,995	2,338
Taxes and social security costs	1,590	1,036
Other creditors	623	1,491
Accruals	15,990	18,754
Deferred income	1,914	3,779
	25,112	27,398

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2013	Movement in funds		Balance at 31 March 2014
		Incoming resources	Resources expended	
	£	£	£	£
Big Fund	40,176	-	(21,886)	18,290
Creative Scotland - Bathgate Nights	16,067	-	(13,629)	2,438
Big Lottery - Playshed	-	9,955	(2,792)	7,163
Youthlink Cash Back - Boghall	2,191	-	(2,191)	-
Creative Scotland - Soundtown	-	13,500	(240)	13,260
WLC - Contact the World	-	3,000	(1,500)	1,500
West Lothian Community Arts Fund	2,000	-	(2,000)	-
	<u>60,434</u>	<u>26,455</u>	<u>(44,238)</u>	<u>42,651</u>

The funds in respect of Big Fund, Bathgate Nights, Playshed, Soundtown and West Lothian Community Arts Project are for projects ongoing at the year end.

14 Unrestricted Funds

	Balance at 1 April 2013	Movement in funds			Balance at 31 March 2014
		Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Unrestricted funds	57,307	155,885	(121,947)	(23,409)	67,836
West Lothian Council - Tobacco Fund	-	5,000	(1,250)	-	3,750
Productions	15,000	2,600	(8,445)	-	9,155
Unsecured posts	-	-	-	23,409	23,409
	<u>72,307</u>	<u>163,485</u>	<u>(131,642)</u>	<u>-</u>	<u>104,150</u>

Included in Designated Funds are monies from West Lothian Council in respect of a public health project (Fauldhouse Tobacco Project). In addition, there are amounts set aside for productions planned for 2013/14 which due to unforeseen circumstances will now be delivered in 2014/15. The charity has also designated amounts in respect of two salaried posts within the organisation for which funding has not been secured.

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2014

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2014 are represented by:			
Tangible fixed assets	6,029	-	6,029
Current assets	123,233	42,651	165,884
Creditors: amounts falling due within one year	<u>(25,112)</u>	<u>-</u>	<u>(25,112)</u>
	<u>104,150</u>	<u>42,651</u>	<u>146,801</u>