

Charity Registration No. SC002848

Company Registration No. SC123773 (Scotland)

FIREFLY ARTS LIMITED
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015

FRIDAY



S4GP2XJV

SCT

25/09/2015

#220

COMPANIES HOUSE

FIREFLY ARTS LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Frazer Henderson
Philip Kingscott
Sinclair MacKenzie
Andrew Miller
Emma Mooney
Thursa Sanderson
Rod Young
Eleanor Stewart
Raymond Branton

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 2015

The trustees present their report and accounts for the year ended 31 March 2015.

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 2014/2015 the board of Directors consisted of eleven 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	(Resigned 18 February 2015)
Frazer Henderson	
Lynsey Kelly	(Resigned 30 September 2014)
Philip Kingscott	
Sinclair MacKenzie	
Andrew Miller	
Emma Mooney	
Thursa Sanderson	
Rod Young	
Eleanor Stewart	
Raymond Branton	(Appointed 20 June 2014)

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. Core funding from West Lothian Council has now been on standstill for 5 years, we have taken the uncertain economy into consideration in our budgeting and financial planning.

FIREFLY ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

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

2014/15 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.

Firefly is currently in a position of economic stability and offers quality youth arts. While aware 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. In 2014/15 we have increased our reserve from 4 months to 6 months operating costs, as required by West Lothian Council's Voluntary Sector Health Check, and which brings the Company well within OSCR guidelines.

Throughout 2014/15 Firefly have delivered weekly youth arts workshops, holiday activity, youth theatre activity school and community projects for children and young people across West Lothian. Participant attendance for this 12 month period totals at 9,206 over 788 workshops, training, rehearsal and performance events.

School and community partnerships play an invaluable role in Firefly's success in engaging with young people from a range of social, economic and cultural backgrounds. Project funding from Creative Scotland's Cashback and Youth Music Initiative funds, The Big Fund and West Lothian Council's Alcohol Diversionary Fund have enable the organisation to work with young people who are especially vulnerable, marginalized and have additional support needs.

Community partners in this period have included Armadale Youth Space; The Craig Inn Centre, Blackridge; Knightsbridge Adventure Project; Boghall Drop-In Centre; Fauldhouse Community Development Trust; Bathgate Chill Out Zone; West Lothian Autism team; West Lothian Helping Young People Engage; West Lothian Young Carers; West Lothian Domestic Abuse and Sexual Assault Team.

School-based projects have run in collaboration with Pinewood and Beatlie primary and senior schools; Blackburn, Our Lady of Lourdes, Murrayfield, Falla Hill, Low Port, Bankton and Bridgend primary schools; St Kentigern's and Bathgate Academies.

Youth Theatre remains at the heart of Firefly's programming, with productions, theatre and technical skills and youth theatre exchange across the year. Key productions in 2014/2015 included Bird (adapted from A Kestrel For A Knave and performed at the National Festival of Youth Theatre; These Shores.. selected for the Contact International Theatre Festival, Manchester; Tartuffe (Moliere) and Howden Park Centre's annual pantomime, Cinderella.

Throughout the year, Firefly's core staff team have been complimented by a growing bank of freelance, music, film, visual arts and movement specialists. Firefly support 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 2014 to March 2015, Firefly provided 788 workshop, project and activity sessions, and total attendance for children and young people aged 5 to 23 years was 9,204.

FIREFLY ARTS LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

Financial review

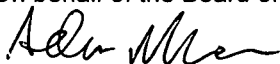
Firefly completed the financial year with a fund balance of £146,395, made up of £19,529 in restricted funds, and £126,866 in unrestricted funds. Firefly aims to set aside between 3 and 6 months of running costs as a Company reserve, ensuring that in the event of a significant drop in funding, the Company will be able to continue the current activities while consideration is given to ways in which additional funds may be raised. This target level of reserves equates to approximately £45,000 - £90,000. At 31 March 2015 the company had free unrestricted reserves of £100,676, meeting the higher target level of reserves.

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.

Plans for the future

In terms of finance, programming and partnerships, this has been a year of stability for Firefly Arts. In 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.

On behalf of the Board of Directors



Andrew Miller

Trustee

Dated: 4 September 2015

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 2015, 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: 4 September 2015

FIREFLY ARTS LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<u>Incoming resources from generated funds</u>					
Donations and core funding	2	119,647	-	119,647	120,543
Investment income	3	306	-	306	211
		119,953	-	119,953	120,754
Incoming resources from charitable activities	4	42,145	39,000	81,145	69,186
Other incoming resources	5	600	-	600	-
		162,698	39,000	201,698	189,940
<u>Total incoming resources</u>					
<u>Resources expended</u>					
Charitable activities					
Youth Theatre Company	6	139,054	62,122	201,176	174,953
Governance costs		928	-	928	927
		139,982	62,122	202,104	175,880
<u>Total resources expended</u>					
Net income/(expenditure) for the year/ Net movement in funds					
		22,716	(23,122)	(406)	14,060
Fund balances at 1 April 2014		104,150	42,651	146,801	132,741
Fund balances at 31 March 2015		126,866	19,529	146,395	146,801

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 2015

	Notes	2015 £	£	2014 £	£
Fixed assets					
Tangible assets	11		4,655		6,029
Current assets					
Debtors	12	6,064		12,940	
Cash at bank and in hand		166,243		152,944	
		172,307		165,884	
Creditors: amounts falling due within one year	13	(30,567)		(25,112)	
Net current assets			141,740		140,772
Total assets less current liabilities			146,395		146,801
Income funds					
Restricted funds	14		19,529		42,651
Designated funds	15		26,190		15,000
Unrestricted funds	15		100,676		57,307
			146,395		146,801

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 2015. 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 4 September 2015



Andrew Miller

Trustee

Company Registration No. SC123773

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

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 2015

2 Donations and core funding

	2015 £	2014 £
Donations and gifts	1,000	11,615
Grants receivable for core activities	118,647	108,928
	<u>119,647</u>	<u>120,543</u>

3 Investment income

	2015 £	2014 £
Interest receivable	<u>306</u>	<u>211</u>

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
Workshops and Activity weeks	42,145	-	42,145	24,412
Grants and other public funding	-	39,000	39,000	26,455
Project income	-	-	-	18,319
	<u>42,145</u>	<u>39,000</u>	<u>81,145</u>	<u>69,186</u>

5 Other incoming resources

	2015 £	2014 £
Other income	<u>600</u>	<u>-</u>

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2015 £	Total 2014 £
Charitable activities					
<u>Youth Theatre Company</u>					
Activities undertaken directly	99,548	2,655	71,248	173,451	147,780
Support costs	-	-	27,725	27,725	27,173
Total	99,548	2,655	98,973	201,176	174,953
Governance costs	-	-	928	928	927
	99,548	2,655	99,901	202,104	175,880

7 Activities undertaken directly

	Unrestricted	Restricted	2015 £	2014 £
Other costs relating to youth theatre company comprise:				
Rent & Venue Hire	2,127	2,384	4,511	6,727
Travel expenses	1,433	1,035	2,468	2,332
Materials	3,225	7,161	10,386	3,671
Freelancer fees	17,535	35,527	53,062	32,046
Other Costs	821	-	821	104
	25,141	46,107	71,248	44,880

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

8 Support costs

	2015 £	2014 £
Office costs	27,725	27,173
	<u>27,725</u>	<u>27,173</u>

9 Trustees

During the year one trustee received the sum of £910 in respect of consultancy services. These transactions were at arms length and on normal commercial terms. None of the other trustees (or any persons connected with them) received any remuneration during the year.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2015 Number	2014 Number
Administration	2	2
Drama Workers	4	4
	<u>6</u>	<u>6</u>

Employment costs

	2015 £	2014 £
Wages and salaries	94,784	94,321
Social security costs	4,764	6,427
	<u>99,548</u>	<u>100,748</u>

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 2015

11 Tangible fixed assets

	Website	Plant and machinery	Fixtures, fittings & equipment	Total
	£	£	£	£
Cost				
At 1 April 2014	2,000	69,176	9,729	80,905
Additions	-	1,281	-	1,281
At 31 March 2015	2,000	70,457	9,729	82,186
Depreciation				
At 1 April 2014	610	67,318	6,948	74,876
Charge for the year	1,390	1,265	-	2,655
At 31 March 2015	2,000	68,583	6,948	77,531
Net book value				
At 31 March 2015	-	1,874	2,781	4,655
At 31 March 2014	-	1,858	4,171	6,029

12 Debtors

	2015 £	2014 £
Other debtors	4,500	12,496
Prepayments and accrued income	1,564	444
	6,064	12,940

13 Creditors: amounts falling due within one year

	2015 £	2014 £
Trade creditors	9,848	4,995
Taxes and social security costs	1,995	1,590
Other creditors	454	623
Accruals	16,470	15,990
Deferred income	1,800	1,914
	30,567	25,112

FIREFLY ARTS LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

14 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 2014	Movement in funds		Balance at 31 March 2015
	£	Incoming resources	Resources expended	£
Big Fund	18,290	-	(18,290)	-
Creative Scotland - Bathgate Nights	2,438	-	(2,438)	-
Big Lottery - Playshed	7,163	-	(7,163)	-
WLC Community Health Improvement	-	2,000	(2,000)	-
Creative Scotland - AWIYE	-	32,500	(15,610)	16,890
Creative Scotland - Soundtown	13,260	4,500	(15,121)	2,639
WLC - Contact the World	1,500	-	(1,500)	-
	<u>42,651</u>	<u>39,000</u>	<u>(62,122)</u>	<u>19,529</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.

15 Unrestricted Funds

	Balance at 1 April 2014	Movement in funds		Balance at 31 March 2015
	£	Incoming resources	Resources expended	£
Unrestricted funds	67,836	162,698	(129,858)	100,676
West Lothian Council - Tobacco Fund	3,750	-	(3,750)	-
Productions	9,155	-	(6,374)	2,781
Unsecured posts	23,409	-	-	23,409
	<u>72,307</u>	<u>162,698</u>	<u>(139,982)</u>	<u>126,866</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 2014/15 which due to unforeseen circumstances will now be delivered in 2015/16. 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 2015

16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2015 are represented by:			
Tangible fixed assets	4,655	-	4,655
Current assets	152,778	19,529	172,307
Creditors: amounts falling due within one year	(30,567)	-	(30,567)
	<u>126,866</u>	<u>19,529</u>	<u>146,395</u>