CRAIGMILLAR COMMUNITY ARTS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2012

Company registration Number SC229682
Charity Number SC032911

PETER MULHOLLAND C.A.
MILLBANK
EDDLESTON
NR. PEEBLES
EH45 8QP

THURSDAY

S1NPI8HM
SCT 13/12/2012 #64
COMPANIES HOUSE

CRAIGMILLAR COMMUNITY ARTS
TRUSTEES REPORT
YEAR ENDED 31 MARCH 2012

The Trustees who are directors for the purposes of the Companies Act, present their report and financial statements of the charity for the year ended 31 March 2011.

Reference and Administrative Information

Charity Name:	Craigmillar Community Arts
Charity Registration Number:	SC 032911
Company Registration Document	SC229682
Registered Office and operational address	58 Newcraighall Road EDINBURGH EH15 3hs

Members of the Committee

Mark Nothard	Chairperson
Mez McConnell	Treasurer
James Scoular	Assistant Treasurer
Bryan Elder	
Frank Wales	
Graeme Bissett	from August 2012
Eckie Young	from August 2012
Abbie McGregor	until resignation in April 2012
Midge Lamb	until resignation in May 2012
Michael Stewart	until resignation in May 2012

Manager	Mike Greenlaw
Professional Adviser	Deirdre Howie
Independent Examiner	Peter Mulholland Chartered Accountant Millbank Eddleston EH45 8QP
Bankers	Lloyds TSB Edinburgh Business & Comm

CRAIGMILLAR COMMUNITY ARTS
TRUSTEES REPORT
YEAR ENDED 31 MARCH 2012

Structure Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 14 March 2002. and registered as a charity on 23 April 2002 The company was established under a Memorandum & Articles of Association which established the objects and powers of the charitable company and it is governed under the Articles of Association. In the event of the company being wound up members are requested to contribute an amount not exceeding £ 10.
Recruitment and Appointment of Trustees

The charity is managed by a voluntary Board of Directors, elected annually from the wider membership. The Board comprises nine members, all of whom are resident or active in the Craigmillar community. The Board is the ultimate decision making body of the charity.

Risk Management

The Trustees have examined the major strategic business and operational risks which the charity faces and confirms that the systems in place enable regular reports to be provided so that the necessary steps can be taken to minimise any potential risks.
Like many service providing charities, the organisation can only function with the annual grants received from the City of Edinburgh Council.

Organisational Structure

As stated above the board is the ultimate decision making body, but the day to day running of the organisation is delegated to the Manager along with other project co-ordinators The manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met, this includes supervision of the staff team.

Objectives and Activities

To advance education through promotion of the arts, and in particular:

> To facilitate, encourage and develop the creativity of local people by providing access to all forms of the arts in the Greater Craigmillar area of Edinburgh.

> To provide people with the means, resources and support to enable them to play an inclusive and active part in the social, economic, cultural and political life of the Craigmillar area, through the involvement in the ARTS.

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TRUSTEES REPORT
YEAR ENDED 31 MARCH 2012

REVIEW OF DEVELOPMENTS AND ACHIEVEMENTS

Craigmillar Community Arts had the following objectives for the year 2011/2012:
> To continue to develop the programme of activity at Craigmillar Community Arts Centre. Over 6,000 visits were made by people of all ages and abilities participating in Music, drama, photography, visual arts or annual festival activity over the course of the year.
> To encourage participation by other local groups and organisations in the 47th Annual Craigmillar Festival.
> To continue to develop the work of the Arts Environment Project, in particular using stop frame animation as a tool with children and young people so that they can create their own films.
> To seek additional funds to improve heating conditions at the Arts Centre.
> To continue to encourage, support and develop the use of local volunteers in running CCA's programme of activity.
>To continue to develop CCA's communications through the website, and periodic newsletter.

The charity strategy of Craigmillar Community Arts is:
> To continue to apply for grant funding to our local authority.
> To apply to a variety of grant giving bodies for funding for particular pieces of work.
> To endeavour to cover costs by hiring premises and selling tickets for events.

The significant activities of Craigmillar Community Arts were:
> Organising a Bill Douglas project which involved school children, older people and a weekend of special events
> Performing the pantomime - *Mama Mia – It's a Christmas Carol* to capacity audiences at the ARTSPACE theatre
> Organising and promoting Craigmillar Festival 2011.
> Performing an outdoor music concert, exhibition and drama performance as part of Craigmillar Festival 2011
> Hosting performances and workshops as part of the Scottish Puppet Animation Festival
> Board training with Arts & Business
> Continuing to publish a periodic arts newsletter.
> The visit of two young volunteers to Nepal as part of an exchange visit – hosting 12 Nepali visitors to Craigmillar
> Through the Arts and Environment Project involving all local primary schools in the creation of numerous short animated films
> A full programme of creative art work using a variety of media with local children and young people was carried out by the Arts and Environment Project.

The performance of Craigmillar Community Arts in the year 2011/2012 has meant that all of the above objectives were addressed successfully, with a staff team of two full time workers and three part time workers (for part of the year). The involvement of volunteers, including the dedication and loyalty shown by Board members, has been exemplary.

Volunteers
Over the year 2011/2012 Craigmillar Community Arts involved a total of 18 volunteers, 8 on a weekly basis for an average of 30 hours per week, making a total of 1,200 volunteer hours in the course of the year.

Financial Review

The charity made a surplus of £ 5,016, this year, but this was due to unspent restricted funds. The unrestricted fund s dropped to £ 1,525 .

Principal Funding Sources

As in previous years the main funding income comes from the City of Edinburgh Council. Grants received during the year amounted to approximately 96% of total income.

Reserves Policy

The charity's policy on reserves is to hold sufficient funds in reserve to ensure that it has the ability to fulfil its objectives. At present the unrestricted cash funds do not cover this purpose.

CRAIGMILLAR COMMUNITY ARTS

Responsibilities of Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming and outgoing of resources for the year then ended. In preparing those financial statements, the trustees are required to:

> select suitable accounting policies and then apply them consistently:

> make judgements and estimates that are reasonable and prudent;

> prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Companies Act 2006. *The Directors are also responsible for safeguarding the assets of the company and* hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the Management Committee, who are trustees for the purposes of charitable law, who served during the year, and up to the date of this report are set out on page 1,

The report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005), and taking advantage of the small companies exemption.

Approved by the Management Committee and signed on their behalf

by .....

M. NOTHARD

CRAIGMILLAR COMMUNITY ARTS
YEAR ENDED 31 MARCH 2012

Independent Examiner's Report to the Trustees of Craigmillar Community Arts

I report on the accounts of the charity for the year ended 31 March 2012 which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

The charity trustees 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. The charity trustees consider that the audit requirement of Regulation10(1) (d) 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 my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept 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, no matter has come to my attention

1. *which gives me reasonable* cause to believe that in any material respect the requirements:
> to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
> to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations
have not been met, or

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

Peter Mulholland
Chartered Accountant
Millbank
Eddleston
EH45 8QP

Peter Mulholland

.....

29/11/2012.

CRAIGMILLAR COMMUNITY ARTS
Statement of Financial Activities (Including Income and Expenditure Account) for the year ended 31 March 2012

Incoming Resources	Notes	2012 £	2012 £	2012 £	2011 £
Incoming resources from generated funds		**Unrestricted**	**Restricted**	**Total**	**Total**
Voluntary Income					
. Donations and Grants		1,000	-	1,000	-
Activities for generating funds:					
Shows/ arts income		4,857	-	4,857	1,732
Hire of Premises/ Equipment		6,648	-	6,648	16,418
Administration Income		625	-	625	149
Bank Interest Received		-	-	-	3
Incoming resources from charitable activities					
Grants Received	2	-	83,079	83,079	113,518
Total Incoming Resources		13,130	83,079	96,209	131,820
Resources Expended					
Costs of generating funds					
- Costs of Generating Voluntary Income		-	-	-	-
Charitable Activities	3		90,243	90,243	144,970
Governance Costs	3		950	950	1,025
Total Resources Expended		-	91,193	91,193	145,995
Net Movement In Funds		13,130	(8,114)	5,016	(14,175)
Transfers		(13,780)	13,780	-	-
Balance at 1 April 2011		2,175	4,862	7,037	21,212
Balance at 31 March 2012		1,525	10,528	12,053	7,037

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

CRAIGMILLAR COMMUNITY ARTS

BALANCE SHEET

TO 31 MARCH 2012	**Notes**	**2012** £	£	**2011** £	£
FIXED ASSETS					
Tangible Fixed Assets	**7**		1,408		1,878
CURRENT ASSETS					
Debtors		2		300	
Cash at bank and in hand		12,761		8,659	
		12,763		8,959	
CREDITORS: Amounts falling due within one year	**8**	2,118		3,800	
NET CURRENT ASSETS			10,645		5,159
TOTAL ASSETS LESS CURRENT LIABILITIES			12,053		7,037
FUNDS					
Unrestricted	**9**		1,525		2,175
Restricted	**9,10**		10,528		4,862
			12,053		7,037

For the year ending 31 March 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Small Entities (effective April 2008)

These accounts were approved by the directors on 22/11/12 And are signed on their behalf by:-

Director ..... M. NORMAND

CRAIGMILLAR COMMUNITY ARTS
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention, and in accordance the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Fund Accounting

> Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the reinstatement of fixed assets at market value.

> Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

(c) Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

> Voluntary Income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

> Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

> Investment income is included when receivable.

> Incoming resources from charitable trading activity are accounted for when earned.

CRAIGMILLAR COMMUNITY ARTS
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance Costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

(e) Fixed Assets

Fixed Assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £ 100 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, less residual value and in all cases the rate is 25% per annum.

2 Incoming resources from Activities to further the Charity's Objects

	2012 £ Unrestricted	2012 £ Restricted	2012 £ Total	2011 £ Total
CEC Education	-	39,372	39,372	39,912
CEC Fairer Scotland	-	40,707	40,707	46,012
CEC Other	-	-	-	1,500
Voluntary Action Fund	-	2,000	2,000	19,200
The Big Lottery	-	-	-	6,894
One City Trust	-	1,000	1,000	-
	-	83,079	83,079	113,518

CRAIGMILLAR COMMUNITY ARTS

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

3 Incoming resources from Activities to further the Charity's Objects

Total Resources Expended

	Basis of allocation	Community Arts	Enviro-Mental	Volunteers Project	Governance	2012 Total	2011 Total
Costs directly allocated to activities	£	£	£	£	£	£	£
Staff Salaries	direct	30,300	26,344	726	-	57,370	76,371
Training	direct	646	-	689	-	1,335	1,627
Transport and Travel	direct	48	629	-	-	677	1,805
Volunteer Expenses	direct	140	-	320	-	460	2,929
Accountants Fees	direct	-	-	-	950	950	1,025
Charitable Activities	direct	6,309	1,900	59		8,268	15,336
Support Costs allocated to activities							
Premises	floor area	7,884	2,501	740		11,125	32,748
General Office and finance staff	staff time	2,450				2,450	2,450
Insurance	direct	2,866	700	-	-	3,566	4,397
Communications	usage	1,516	200	150		1,866	6,681
Depreciation	usage	470				470	626
General Costs	usage	1,672	684	300		2,656	
		54,301	32,958	2,984	950	91,193	145,995

4 Net Incoming Resources for the Year

Net Incoming resources for year	2012 £	2011 £
This is stated after charging		
Reporting Accountants Fee	950	1,025
Depreciation	470	626

5 Staff Salaries and Numbers

	2012 £	2011 £
Staff Costs were as follows:		
Salaries and wages	56,469	73,347
Social Security costs	4,099	5,474
Total	60,568	78,821

No employee received emoluments of more than £ 60,000

CRAIGMILLAR COMMUNITY ARTS
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

5 Staff Salaries and Numbers (continued)

The average number of employees during the year, calculated on the basis of full time equivalents was as follows:-

		2012 Number	2011 Number
Manager		1	1
Coordinator	Full time	1	1
Coordinator	Part time	0	1
Project Worker	Part time	1	1
Caretaker	Part time	1	1
		4	5

The charity does not operate any pension scheme

No trustee received any emoluments during the year.

6 Taxation

As a charity , Craigmillar Community Arts, is exempt from tax falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

7 Tangible Fixed Assets

	Equipment & fittings £	Total £
COST		
At 1 April 2011	25,539	25,539
Additions		-
At 31 March 2012	25,539	25,539
DEPRECIATION		
At 1 April 2011	23,661	23,661
Charge for year	470	470
At 31 March 2012	24,131	24,131
NET BOOK VALUE		
At 31 March 2012	1,408	1,408
At 31 March 2011	1,878	1,878

8 Creditors

	2012 £	2011 £
Sundry Creditors	1,168	2,850
Accruals	950	950
	2,118	3,800

CRAIGMILLAR COMMUNITY ARTS
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012

9 Analysis of Net Assets Between Funds

	General Funds	Restricted Funds	Total Funds
		£	£
Fixed Assets	1,408	-	1,408
Current Assets	1,760	11,003	12,763
Current (Liabilities)	(1,643)	(475)	(2,118)
	1,525	10,528	12,053

10 Movement in Restricted Funds

	At 1 April 2011	Grants Received	Used	At 31 March 2012
CEC Education	-	39,372	39,372	-
CEC Fairer Scotland	2,400	40,707	33,433	9,674
CEC Other	1,500	-	646	854
Voluntary Action Fund	962	2,000	2,962	-
One City Trust	-	1,000	1,000	-
	4,862	83,079	77,413	10,528

11 Company Limited by Guarantee

The charity is limited by guarantee and has no share capital.

12 Capital Commitments

There are no Capital Commitments (2011 - £ nil)

13 Contingent Liabilities

There are no Contingent Liabilities (2011 - £ nil)

CRAIGMILLAR COMMUNITY ARTS
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2012

INCOME	Community Arts £	Environmental Arts £	Volunteers Project	Total 2012 £	Total 2011 £
Grants received:					
City of Edinburgh Council : Education Dept	39,372	-	-	39,372	39,912
: Fairer Scotland	-	40,707	-	40,707	46,012
: Other	-	-	-	-	1,500
The Big Lottery	-	-	-	-	6,894
Sundry Grants	1,000	-	2,000	3,000	19,200
Donations	1,000	-	-	1,000	-
Administration	625	-	-	625	149
Group Income	243	-	-	243	55
Drama/ Shows Events	4,614	-	-	4,614	1,677
Hire of Arts Centre & Artspace	6,648	-	-	6,648	16,418
Bank Interest	-	-	-	-	3
TOTAL INCOME	53,502	40,707	2,000	96,209	131,820
EXPENDITURE					
Salaries	32,750	26,344	726	59,820	78,821
Rent and Rates	2,489	1,301	370	4,160	24,988
Insurance	2,866	700	-	3,566	4,397
Repairs and Maintenance	1,250	400	-	1,650	2,558
Heat and Light	4,145	800	370	5,315	5,202
Telephone	396	200	150	746	977
Transport and Travel Expenses	48	629	-	677	1,805
Conference and Training	646	-	689	1,335	1,627
Stationery and Postage	408	-	-	408	1,290
Publicity	712	-	-	712	1,661
Volunteers Expenses	140	-	320	460	2,929
Drama	889	-	-	889	99
Arts Materials	-	1,900	-	1,900	3,225
Music	1,902	-	-	1,902	-
Legacy Grants	-	-	-	-	1,104
Photography	25	-	-	25	216
Apprentice	716	-	-	716	2,600
Niddrie Youth Club	-	-	-	-	5,494
Calendars	-	-	59	59	1,175
Shows, Events	2,777	-	-	2,777	1,423
Administration	1,672	684	300	2,656	2,753
Accountant Fees	475	475	-	950	1,025
Depreciation	470	-	-	470	626
TOTAL EXPENDITURE	54,776	33,433	2,984	91,193	145,995
SURPLUS/(DEFICIT) PER ACCOUNTS	(1,274)	7,274	(984)	5,016	(14,175)