



Registered Charity No 273616

Report of the Trustees

and

Financial Statements

for the year ended 31st March 2009

Berkhamsted Arts Trust

Report of the Trustees for the year ended 31st March 2009

The Trust's objects are to educate the public and develop the appreciation of the Arts in Berkhamsted district by the promotion of arts events and the encouragement of the provision of an Arts Centre. It compiles, publishes and distributes "The Arts for Berkhamsted" Diary each year, and provides financial assistance to enable member organisations to produce arts events that would otherwise be too financially risky.

Formation of the Trust: the Trust was formed in 1977 and operates under a constitution adopted in May 2000. The constitution provides that membership of the Trust shall consist of representatives of certain statutory bodies and other organisations, holders for the time being of the offices of Mayor of Dacorum and Town Mayor of Berkhamsted, and such other persons as the Trust shall invite.

The Trust is managed by an Executive Committee of trustees, consisting of four officers elected at the annual general meeting, one trustee nominated by each member organisation that decides to make such an appointment, and such other members of the Trust as are elected. A member organisation that decides not to appoint a trustee is entitled to appoint a non-voting representative to attend meetings of the Executive Committee.

Member organisations appointing trustees:

Members/trustees during the year:

Berkhamsted Theatre Company
Berkhamsted Art Society
Berkhamsted & District Archaeological Society
Berkhamsted Choral Society
Berkhamsted Film Society
Berkhamsted Local History and Museum Society
Berkhamsted Jazz
Berkhamsted Music Society
Bridgewater Sinfonia
Chiltern Chamber Choir
Cowper Society
Dacorum Symphony Orchestra
Graham Greene Birthplace Trust
The Northchurch Society
The Park Players

Trustee representatives:

Diana Holliday
Peter Grimer
Peter Clayton
Val Pearson
Mike Whyman
Ken Wallis
Dennis Walker
Brian Parsons
Penny Abbott
Penny Abbott
Penny Abbott
Thomas Loten
Giles Clark
Clive Blofield
Teresa Dallender

Individual members and trustees included:

The Town Mayor of Berkhamsted & The Mayor of Dacorum
Liz Wood
Hazel Ward
Michael Robinson

Trustee
Trustee
Trustee

Member organisations not appointing trustees:

Ashlyns School, Berkhamsted Citizens Association; Berkhamsted School; Berkhamsted Youth Theatre, Herts Library Service, Little Gaddesden Art Club, Workers Educational Association (Berkhamsted)

President: John Bly

Officers:

The following trustees served as officers during the year:

Chairman	Brian Parsons
Vice-Chairman	Mike Whyman
Secretary	Hazel Ward
Treasurer	Michael Robinson

Independent examiner Numericon Ltd

Bankers CAF Bank Ltd

Contact Brian Parsons (Chairman), Admont, Gravel Path, Berkhamsted, HP4 2PQ

Organisation and administration

The Executive Committee normally meets four times a year, including immediately following the Annual General Meeting. The officers meet from time to time to discuss detailed administrative matters. Deficit guarantees and grants to member organisations are approved by the Executive Committee on the recommendation of two trustees who are neither members nor officers of the member organisation concerned.

Developments, Activities and Achievements

Officers and officials

Hazel Ward took over as Secretary at the 2008 AGM, relinquishing her previous responsibilities as trustee representative for two member organisations. Liz Wood, a previous Secretary, has continued as Diary Co-ordinator in compiling, collating and arranging for the printing and distribution of the 'The Arts for Berkhamsted' annual diary. The other Officers and Trustees wish to record their gratitude to the above for their work in these areas.

The Arts for Berkhamsted

12,500 copies of the 2008/09 annual diary of events (the "Green Sheet") were printed. Distribution to all households in the HP4 postal area was again achieved efficiently and economically with the copies being included with the Autumn 2008 issue of Berkhamsted Living. Local libraries and other information centres also received copies as usual. The paper version of the Green Sheet is widely welcomed throughout the area, and is now printed on Forest Stewardship Council (FSC) certified paper and with a large print version available.

Website

The Trust's own website www.berkhamstedartstrust.org.uk, first launched for the 2002/03 season, again carried the full Diary and periodic updates. Once again the site proved very useful by keeping the Arts for Berkhamsted information up-to-date, particularly by giving details of events that were not known when the "Green Sheet" Diary was printed. Several affiliated organisations have links from the Trust's site. Our thanks are due to Peter Such for maintaining the site to date. It is hoped that it will be shortly be possible to launch a "new look" website.

Grant from Dacorum Borough Council

The Trust's main source of income is its annual grant from Dacorum Borough Council. For 2008/09, this grant amounted to £8,100. Grants received in the last 10 years have been between £8,100 and £10,000. Following budget cutbacks by the Council, the Trust is expecting a reduced grant for the 2009/10 season. The grant is prominently acknowledged in 'The Arts for Berkhamsted', and in addition, each member organisation that applies for financial support from the Trust is required to state in programmes and publicity material that it is "a member of Berkhamsted Arts Trust which is supported financially by Dacorum Borough Council".

Financial support for member organisations

The Trust, in fulfilment of its objects, underwrites by way of deficit guarantees, duly approved budgeted losses by member organisations whose own resources are insufficient, thus enabling them to promote events where the financial outcome is uncertain. During the financial year to 31 March 2009 the Trust approved deficit guarantees of £11,282 for the 2008/09 season. The list of these guarantees is shown in note "c" to the financial statements. After the end of each season, each applicant organisation whose resources are below a set level can claim a grant equal to the lower of the actual deficit and the approved guarantee.

Financial Review

The financial statements are set out on pages 4 and 5. Although total income was lower than that in the previous year by £678, this was more than offset by a reduction in total expenditure of £3,158. Income for the year exceeded expenditure by £5,804. As a result, the Trust's reserves have increased to £17,988 from £12,184.

The total of the guarantees currently being applied for and given is more than double that of around 10 years ago, and over 4 times that of 20 years ago. Whilst the trend is clearly upwards, the level of deficit guarantee applications varies considerably from year to year, as does the proportion of these that are subsequently claimed as grants at the end of the season when the actual results of programmes are known. The Trust therefore needs sufficient reserves to accommodate such unpredictable variations.

The guarantees of £11,282 given for the 2008/09 season were 9% lower (£1,126) than those for the 2007/08 season, and this saving was increased by the larger than usual 76% release in this year of the guarantees granted in the preceding year – together producing a £3,095 net decrease in the cost of deficit guarantees. Other costs, including the Arts Diary, decreased by £63.

At the time of writing, Dacorum Borough Council has not yet confirmed to us the outcome of our application for financial support for the 2009/10 season.

The Trust needs reserves to support its member organisations in promoting a wide-ranging programme of arts events for the residents of Berkhamsted. In setting the level of funds available for guarantees, it is the Trust's policy to try to maintain its reserves at a level at least equal to a year's expenditure on the production and distribution costs of the Arts Diary.

In the opinion of the Trustees, the Trust's assets are adequate to meet its obligations as they fall due.

The Trustees are of the opinion that adequate systems have been established to mitigate any major risks to which the Trust is exposed.

Trustees' financial responsibilities

We are required under charities legislation to prepare financial statements each year that give a true and fair view of the Trust's state of affairs at the end of the financial year and of its incoming resources and the application of those resources for the same year. We confirm the financial statements comply with the statutory requirements, applicable accounting standards, statements of recommended practice and the Trust's constitution.

In preparing these financial statements we are required to select suitable accounting policies and apply them consistently, make reasonable prudent judgements and estimates, state whether applicable accounting standards and statements of recommended practice have been followed and give details of any departures, and prepare the financial statements on a going concern basis unless, in our view, the Trust will be unable to continue in operation.

We are also responsible for keeping proper accounting records, maintaining a satisfactory system of control over accounting records and transactions, safeguarding the Trust's assets, and taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Trustees

Brian Parsons - Chairman

29 April 2009

Report of the Independent Examiner for the year ended 31 March 2009

We report on the accounts of Berkhamsted Arts Trust for the year ended 31 March 2009, which are set out on pages 5 and 6.

Respective responsibilities of Trustees and Examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006, and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under section 43 of the 1993 Act, as amended);
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- state whether particular matters have come to our attention.

Basis of Independent Examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act. 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 seeking explanations from the Trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 41 of the 1993 Act; and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 1993 Act;
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Numericon Limited

70 Millview Road, Tring
Herts HP23 4EW

29 April 2009

Berkhamsted Arts Trust

Statement of Financial Activities for the year ended 31 March 2009

	notes	2009 £	2008 £
Incoming resources			
Grant from Dacorum Borough Council		8,100	8,500
Donations		20	20
Bank interest receivable		<u>1,150</u>	<u>1,428</u>
Total incoming resources		9,270	9,948
Resources expended			
Charitable activities			
Deficit guarantees:			
given for current year	c	11,282	12,408
released from prior years	c	<u>(9,407)</u>	<u>(7,438)</u>
		1,875	4,970
Arts Diary costs	d	<u>1,436</u>	<u>1,505</u>
		3,311	6,475
Administration & governance	e	<u>155</u>	<u>149</u>
Total resources expended		3,466	6,624
Net incoming/(outgoing) resources for the year		5,804	3,324
Total funds brought forward		12,184	8,860
Total funds carried forward		£ 17,988	£ 12,184

Balance Sheet as at 31 March 2009

	notes	2009 £	2008 £
Current Assets			
Bank balances		29,351	24,666
Debtors & accrued income		<u>-</u>	<u>17</u>
		29,351	24,683
less: Current Liabilities			
Current year deficit guarantees	f	11,282	12,408
Creditors and accrued expenses	g	<u>81</u>	<u>91</u>
		11,363	12,499
Net Current Assets		£ 17,988	£ 12,184
<i>representing:</i>			
General Fund (unrestricted)		£ 17,988	£ 12,184

Approved by the Trustees on 29 April 2009 and signed on their behalf by:

Brian Parsons Chairman

Michael Robinson Treasurer

The Notes on page 6 form part of these accounts

Berkhamsted Arts Trust

Notes to the accounts

a. Accounting policies

These accounts have been prepared in accordance with the accounting standards and statements of recommended practice applicable to charities. Full provision is made for all deficit guarantees given to member organisations.

b. Membership subscriptions

Members have not been required to pay a subscription since April 2001.

c. Deficit guarantees to member organisations:

	2009 £	2008 £	2009 £	2009 £
	Approved for 2008/09	Approved	Paid	Released
		-----for 2007/08-----		
Berkhamsted Theatre Company	-		-	-
Berkhamsted Archeological Society	54	458	38	(420)
Berkhamsted Choral Society	2,000	2,120	-	(2,120)
Berkhamsted Film Society	570	517	-	(517)
Berkhamsted Local History...Society	-	-	-	-
Berkhamsted Music Society	-	1,463	-	(1,463)
Berkhamsted Youth Theatre	1,685	1,467	-	(1,467)
Bridgewater Sinfonia	3,225	2,472	2,472	-
Dacorum Symphony Orchestra	2,220	1,518	-	(1,518)
Graham Greene Birthplace Trust	1,528	2,393	491	(1,902)
The Park Players	-	-	-	-
current year guarantees given	<u>11,282</u>	<u>12,408</u>	<u>3,001</u>	<u>(9,407)</u>
<i>less:</i>				
Guarantees released in year of award	-	-		
	<u>11,282</u>	<u>12,408</u>		
Guarantees for earlier years released	<u>(9,407)</u>	<u>(7,438)</u>		
net expenditure for the year	<u>1,875</u>	<u>4,970</u>		

	2009 £	2008 £
d. "The Arts for Berkhamsted" ("Arts Diary")		
Printing	1,046	1,015
Distribution	390	490
	<u>1,436</u>	<u>1,505</u>
e. Administration & governance expenditure		
Hall hire for meetings, postage & stationery	115	108
Recruitment advertising	-	-
Independent Examination	40	41
	<u>155</u>	<u>149</u>
f. Liabilities for current year guarantees		
Deficit guarantees as shown in "c" above	<u>11,282</u>	<u>12,408</u>
	<u>11,282</u>	<u>12,408</u>
g. Creditors and accrued expenses		
Creditors	-	-
Accrued expenses	81	91
	<u>81</u>	<u>91</u>

h. Trustees' remuneration and expenses

None (2008: none) of the trustees has received any remuneration.

Two (2008: two) of the trustees were reimbursed a total of £21 (2008: £26) for expenses (postage, stationery, copying) during the year.