



Registered Charity No 273616

**Report of the Trustees**

**and**

**Financial Statements**

**for the year ended 31<sup>st</sup> March 2010**

# Berkhamsted Arts Trust

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## Report of the Trustees for the year ended 31<sup>st</sup> March 2010

**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.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

**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 financial year and to date :*

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

### Trustee representatives:

David Pipprell (from 21 May 2009)  
Peter Grimer  
Peter Clayton  
Val Pearson/Maggie Harvey (to/from 21 May 2009)  
Mike Whyman  
Dennis Walker  
Ken Wallis  
Brian Parsons  
Diana Holliday/Iain Fowles (to/from 21 May 2009)  
Penny Abbott  
Penny Abbott  
Penny Abbott  
Thomas Loten  
Giles Clark  
Clive Blofield  
Teresa Dallender

### Individual members and trustees included:

The Mayor of Dacorum & The Town Mayor of Berkhamsted (ex-officio)  
Liz Wood Trustee  
Hazel Ward Trustee  
Michael Robinson Trustee

### Member organisations not appointing trustees:

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

**President:** John Bly

### Officers:

The following trustees served as officers during the year:

<b>Chairman</b>	Brian Parsons
<b>Vice-Chairman</b>	Mike Whyman
<b>Secretary</b>	Hazel Ward
<b>Treasurer</b>	Michael Robinson

**Independent examiner** Numericon Ltd

**Bankers** CAF Bank Ltd

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

There have been no changes in the four office holders during the year. 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 Arts for Berkhamsted***

12,500 copies of the 2009/10 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 2009 issue of Berkhamsted Living. Local libraries and other information centres also received copies as usual. The paper version of the Arts Diary is widely welcomed throughout the area, and is 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](http://www.berkhamstedartstrust.org.uk), first launched for the 2002/03 season, was relaunched with a "new look" during the year. It now contains the Arts Dairy in searchable form, and once again proved very useful by giving details of changes to the events shown in the printed "Green Sheet" copy. Several affiliated organisations have links from the Trust's site.

### ***Grant from Dacorum Borough Council***

The Trust's main source of income is its annual grant from Dacorum Borough Council. For 2009/10, this grant amounted to £7,170. Grants received in recent years have been on a downward trend, and the Trust is expecting a substantial reduction in the annual grant after the current year. 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 2010 the Trust approved deficit guarantees of £12,657 for the 2009/10 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.

### ***Berkhamsted Arts Festival***

In conjunction with Berkhamsted Town Council, the Trust is organising an Arts Festival to be held throughout the period 1 to 24 October 2010. So far, as at the date of writing this report, a total of 26 events have been arranged. Berkhamsted Arts Trust is itself arranging one of these events – "An Evening with John Bly" on Wednesday 20 October. Publicity for the full Festival programme will be in place in due course.

## **Financial Review**

The financial statements are set out on pages 5 and 6. Total income was some £2,000 lower than that in the previous year, and total expenditure was over £7,200 higher. As a result, the previous year's net surplus of £5,804 was turned into a deficit for this year of £3,451. Accordingly, the Trust's reserves have decreased to £14,537 from £17,988.

The total of guarantees given for each of the 5 seasons (2004/05 to 2008/09) has varied between a "high" of £17,785 and a "low" of £11,023, with the annual average being just under £13,000. The total of deficit grants paid out for each of those seasons has varied between £8,125 and £3,001, with the annual average being almost £6,000. The Trust has needed to have sufficient income and to maintain sufficient reserves to accommodate such variations, as well as to meet the more predictable underlying costs of producing the Arts Diary.

On the basis of the above costs, and with the costs of the Arts Diary, the website, etc now at around £2,000 per annum, the Trust would need an annual income of some £8,000 to continue its activities on the present scale.

At the time of writing, Dacorum Borough Council has not yet confirmed to us the outcome of our application for financial support for the 2010/11 season. It has though advised the Trust that the level of grant will be much lower for 2011/12 onwards. The Executive Committee is now considering how best to manage the Trust's activities and finances in the future.

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 and of the maintenance of its website.

In the opinion of the Trustees, the Trust's assets are adequate to meet its current 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 2010*

**Report of the Independent Examiner for the year ended 31 March 2010**

We report on the accounts of Berkhamsted Arts Trust for the year ended 31 March 2010, 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 2010

# Berkhamsted Arts Trust

## Statement of Financial Activities for the year ended 31 March 2010

	notes	2010 £	2009 £
<b>Incoming resources</b>			
Grant from Dacorum Borough Council		7,170	8,100
Donations		10	20
Bank interest receivable		<u>76</u>	<u>1,150</u>
<b>Total incoming resources</b>		<b>7,256</b>	<b>9,270</b>
<b>Resources expended</b>			
Charitable activities			
Deficit guarantees & grants:			
given for current year	c	13,556	11,282
released from prior years	c	<u>(5,187)</u>	<u>(9,407)</u>
		8,369	1,875
Arts Diary costs	d	<u>1,772</u>	<u>1,436</u>
		10,141	3,311
Administration & governance	e	<u>566</u>	<u>155</u>
<b>Total resources expended</b>		<b>10,707</b>	<b>3,466</b>
<b>Net incoming/(outgoing) resources for the year</b>		<b>(3,451)</b>	<b>5,804</b>
<b>Total funds brought forward</b>		<b>17,988</b>	<b>12,184</b>
<b>Total funds carried forward</b>		<b>£ 14,537</b>	<b>£ 17,988</b>

## Balance Sheet as at 31 March 2010

	notes	2010 £	2009 £
<b>Current Assets</b>			
Bank balances		27,203	29,351
Debtors & prepaid expenses		<u>32</u>	<u>-</u>
		27,235	29,351
<b>less: Current Liabilities</b>			
Current year deficit guarantees	f	12,657	11,282
Creditors and accrued expenses		<u>41</u>	<u>81</u>
		12,698	11,363
<b>Net Current Assets</b>		<b>£ 14,537</b>	<b>£ 17,988</b>
<i>representing:</i>			
<b>General Fund (unrestricted)</b>		<b>£ 14,537</b>	<b>£ 17,988</b>

Approved by the Trustees on 29 April 2010 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:

	2010 £	2009 £	2010 £	2010 £
	<b>Approved for 2009/10</b>	Approved	Paid	Released
		-----for 2008/09-----		
Berkhamsted Archeological Society	48	54	54	-
Berkhamsted Choral Society	2,300	2,000	519	(1,481)
Berkhamsted Film Society	265	570	-	(570)
Berkhamsted Local History...Society	1,107	-	-	-
Berkhamsted Music Society	2,345	-	-	-
Berkhamsted Youth Theatre	645	1,685	-	(1,685)
Bridgewater Sinfonia	2,965	3,225	2,684	(541)
Dacorum Symphony Orchestra	2,422	2,220	1,310	(910)
Graham Greene Birthplace Trust	560	1,528	1,528	-
current year guarantees given	<u>12,657</u>	<u>11,282</u>	<u>6,095</u>	<u>(5,187)</u>
<i>add:</i>				
capital grant paid - Berkhamsted Archeological Society	899	-		
	<u>13,556</u>	<u>11,282</u>		
Guarantees for 2008/09 & 2007/08 released	<u>(5,187)</u>	<u>(9,407)</u>		
net expenditure for the year	<u>8,369</u>	<u>1,875</u>		

for 2008/09: £11,282 of deficit guarantees were approved, from which grants of £6,095 were paid in 2009/10, releasing £5,187.

for 2007/08: £12,408 of deficit guarantees were approved, from which grants of £3,001 were paid in 2008/09, releasing £9,407.

	2010 £	2009 £
<b>d. "The Arts for Berkhamsted" ("Arts Diary")</b>		
Printing	1,167	1,046
Distribution	605	390
	<u>1,772</u>	<u>1,436</u>
<b>e. Administration &amp; governance expenditure</b>		
Hall hire for meetings	34	94
Postage & stationery	41	21
Website costs	440	-
Subscription	10	-
Independent Examination	41	40
	<u>566</u>	<u>155</u>
<b>f. Liabilities for current year guarantees</b>		
Deficit guarantees as shown in "c" above	<u>12,657</u>	<u>11,282</u>
	<u>12,657</u>	<u>11,282</u>

#### g. Trustees' remuneration and expenses

None of the trustees has received any remuneration or reimbursement of personal expenditure.