



Registered Charity No 273616

Report of the Trustees

and

Financial Statements

for the year ended 31st March 2011

Berkhamsted Arts Trust

Report of the Trustees for the year ended 31st March 2011

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 :

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:

Peter Grimer
Peter Clayton
Maggie Harvey
Mike Whyman
Dennis Walker
Ken Wallis
Brian Parsons
Iain Fowles
Penny Abbott
Penny Abbott
Penny Abbott
Thomas Loten
Giles Clark
Tony Statham
Teresa Dallender

Individual members and trustees included:

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

Member organisations not appointing trustees:

Ashlyns School, 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:

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
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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 2010/11 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 2010 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, first launched for the 2002/03 season and relaunched with a "new look" during 2009, 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.

Grants from Dacorum Borough Council and Berkhamsted Town Council

The Trust's main source of income has been its annual grant from Dacorum Borough Council. For 2010/11, this grant amounted to £7,170. Grants received in recent years have been on a downward trend, and a substantial reduction in the annual grant for 2011/12 is expected. In view of this, the Trust was particularly pleased to receive a grant of £1,250 in January from Berkhamsted Town Council towards the cost of producing and distributing the Arts Diary.

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 2011 the Trust approved deficit guarantees of £13,436 for the 2010/11 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 organised an Arts Festival during the period 1 to 24 October 2010. Around 30 events were presented to the public, including "An Evening with John Bly" arranged by the Trust. The cost of publicity for the Festival programme was borne by Berkhamsted Town Council. The net financial result to the Trust was a surplus of £12. It is hoped that an event will take place in the Castle grounds in September, arranged in conjunction with the Town Council.

Financial Review

The financial statements are set out on pages 5 and 6. Total income was some £2,100 higher than that in the previous year, and total expenditure was around £2,000 higher. The resulting net deficit of £3,394 was very close to that of the previous year. The Trust's reserves have decreased from £14,537 to £11,143.

In recent previous years the total of guarantees provided to member organisations has averaged at just under £13,000, and the total of deficit grants actually paid out has averaged almost £6,000. However, grants paid out in the year under review amounted to over £8,900 – the highest figure in the Trust's history. These grant payments together with the costs of the Arts Diary, and the website etc, now at about £2,200 per annum, produced a total for this financial year of more than £11,000.

At the time of writing, Dacorum Borough Council has not yet confirmed to us the outcome of our application for financial support for the 2011/12 season. It has though advised the Trust that the level of grant will be much lower than previously.

It is apparent that the Trust cannot realistically expect to have sufficient income and to maintain adequate reserves to accommodate such a level of annual payments. Member organisations have been warned that deficit guarantees are unlikely to be provided for the 2011/12 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 hold reserves at a level to protect its core activity of producing and distributing the Arts Diary and maintaining 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.

Signed on behalf of the Trustees

Mike Whyman – Vice-Chairman

4 May 2011

Report of the Independent Examiner for the year ended 31 March 2011

We report on the accounts of Berkhamsted Arts Trust for the year ended 31 March 2011, 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

4 May 2011

Berkhamsted Arts Trust

Statement of Financial Activities for the year ended 31 March 2011

	notes	2011 £	2010 £
Incoming resources			
Grant from Dacorum Borough Council		7,170	7,170
Grant from Berkhamsted Town Council	b	<u>1,250</u>	<u>-</u>
Arts Festival events		882	-
Donations		-	10
Bank interest receivable		<u>56</u>	<u>76</u>
Total incoming resources		9,358	7,256
Resources expended			
Charitable activities			
Deficit guarantees & grants:			
given for current year	c	13,436	13,556
released from prior years	c	<u>(3,748)</u>	<u>(5,187)</u>
		9,688	8,369
Arts Diary & Festival	d	<u>2,736</u>	<u>1,772</u>
		12,424	10,141
Administration & governance	e	<u>328</u>	<u>566</u>
Total resources expended		12,752	10,707
Net incoming/(outgoing) resources for the year		(3,394)	(3,451)
Total funds brought forward		14,537	17,988
Total funds carried forward		<u>£ 11,143</u>	<u>£ 14,537</u>

Balance Sheet as at 31 March 2011

	notes	2011 £	2010 £
Current Assets			
Bank balances		24,620	27,203
Debtors & prepaid expenses		<u>-</u>	<u>32</u>
		24,620	27,235
less: Current Liabilities			
Current year deficit guarantees	f	13,436	12,657
Creditors and accrued expenses		<u>41</u>	<u>41</u>
		13,477	12,698
Net Current Assets		<u>£ 11,143</u>	<u>£ 14,537</u>
<i>representing:</i>			
General Fund (unrestricted)		<u>£ 11,143</u>	<u>£ 14,537</u>

Approved by the Trustees on 4 May 2011 and signed on their behalf by:

Mike Whyman Vice-Chairman

Michael Robinson Treasurer

The Notes on page 6 form part of these accounts

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. Grant from Berkhamsted Town Council

This grant, received in January 2011, is to be used for the production and circulation of the Arts Diary.

c. Deficit guarantees to member organisations:

	2011 £	2010 £	2011 £	2011 £
	Approved for 2010/11	Approved	Paid	Released
		-----for 2009/10-----		
Berkhamsted Archeological Society	-	48	-	(48)
Berkhamsted Choral Society	3,200	2,300	-	(2,300)
Berkhamsted Film Society	-	265	-	(265)
Berkhamsted Local History...Society	-	1,107	583	(524)
Berkhamsted Music Society	2,410	2,345	2,345	-
Berkhamsted Youth Theatre	930	645	645	-
Bridgewater Sinfonia	3,733	2,965	2,914	(51)
Dacorum Symphony Orchestra	2,343	2,422	2,422	-
Graham Greene Birthplace Trust	820	560	-	(560)
current year guarantees given	13,436	12,657	<u>8,909</u>	<u>(3,748)</u>
<i>add:</i>				
capital grant paid - Berkhamsted Archeological Society	-	899		
	13,436	13,556		
Guarantees for 2009/10 & 2008/09 released	(3,748)	<u>(5,187)</u>		
net expenditure for the year	9,688	<u>8,369</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 2009/10: £12,657 of deficit guarantees were approved, from which grants of £8,909 were paid in 2010/11, releasing £3,748.

	2011 £	2010 £
d. Arts Diary ("Green Sheet")		
Printing	1,217	1,167
Distribution	<u>649</u>	<u>605</u>
	1,866	1,772
Arts Festival events		
Expenditure	<u>870</u>	-
	2,736	1,772
e. Administration & governance expenditure		
Hall hire for meetings	59	34
Postage & stationery	54	41
Website costs	164	440
Subscription	10	10
Independent Examination	<u>41</u>	<u>41</u>
	328	566
f. Liabilities for current year guarantees		
Deficit guarantees as shown in "c" above	<u>13,436</u>	<u>12,657</u>
	13,436	12,657
g. Trustees' remuneration and expenses		

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