



Registered Charity No 273616

Trustees Annual Report

and

Accounts

for the year ended 31st March 2020

Berkhamsted Arts Trust

Report of the Trustees for the year ended 31st March 2020

The Trust's objects are: (a) to educate the public in the district of Berkhamsted in the Arts in their widest sense; (b) to further the development of public appreciation and taste in the said Arts; (c) to assist and further such charitable institutions and charitable purposes as the Executive Committee shall from time to time determine; and (d) to encourage the provision of an Arts Centre in Berkhamsted.

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 now operates under a constitution adopted in May 2000. The constitution provides that membership of the Trust shall be open to individuals, bodies corporate and unincorporated associations that are interested in furthering the work of the charity whose applications are approved by the Executive Committee, and to the holders for the time being of the offices of Mayor of Dacorum and Town Mayor of Berkhamsted.

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.

Members & Trustees during the financial year and to date:

7 member organisations appointing Trustees:

Berkhamsted & District Archaeological Society
Berkhamsted Choral Society
Berkhamsted Local History and Museum Society
Berkhamsted Music Society
Chiltern Chamber Choir
Cowper Society
Graham Greene Birthplace Trust

Trustee representatives:

Peter Clayton
Bill Newberry
Ken Wallis
Humphrey Norrington
Astrid Biddle
Uli Grego
Giles Clark

Individual members and Trustees included:

| | |
|-------------------------------|-------------------|
| The Mayor of Dacorum | ex officio member |
| The Town Mayor of Berkhamsted | ex officio member |
| Brian Johnson | Trustee |

16 member organisations not appointing Trustees:

Ashlyns School, Berkhamsted Art Society, Berkhamsted Citizens Association, Berkhamsted Castle Trust, Berkhamsted Film Society, Berkhamsted Jazz, Berkhamsted Society, Berkhamsted Theatre Company, Berkhamsted Youth Theatre, Berkofest, Bridgewater Sinfonia, People not Borders, Rectory Lane Cemetery (Friends of St Peters), Workers' Educational Association (Berkhamsted)

President: John Bly

Officers:

The following Trustees served as officers during the year:

| | |
|----------------------|---------------|
| Chairman | Giles Clark |
| Vice-Chairman | Bill Newberry |
| Secretary | vacant |
| Treasurer | Brian Johnson |

Diary Editor Giles Clark

Bankers CAF Bank Ltd

Contact Giles Clark (Chairman), The Bothy, Berkhamsted Place, HP4 1HQ

Organisation and administration

Following the withdrawal of funding by Dacorum Borough Council in 2016 the Trusts activities were much reduced and the Executive Committee now meets only when deemed necessary by the Chairman and other officers who also meet from time to time to discuss detailed administrative matters. An Annual General Meeting is held as a virtual meeting normally in December each year.

Giles Clark, Bill Newberry and Brian Johnson were all re-elected at the 2019 AGM in their respective roles. The position of Secretary remains unfilled. Giles Clark continued to act as Diary Editor during the year.

Activities and achievements

Activities

Following the cessation of the deficit funding programme to member organisations in 2016 the Trust's principal activities are now the publication of *"The Arts for Berkhamsted"* and the maintenance of its website.

"The Arts for Berkhamsted"

12,000 copies of the 2019/20 annual diary of events (the "Green Sheet") were printed. It listed 115 events. Distribution to all households in the HP4 postal area was again achieved efficiently and economically with the copies being included with the Autumn 2019 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. A large print version is available on request. The Arts Diary is available from the Trust's website and is periodically updated with new events. The Trustees and members recognise its importance to the community and are grateful to Living Magazines for its support.

Website

The Trust's website - www.berkhamstedartstrust.org.uk - was first launched for the 2002/03 season, and was redesigned during 2009. Since then it has been further enhanced with the addition of a facility for member organisations to submit the details of their programmes online for the "Green Sheet". Member organisations have links to their websites from the Trust's site.

Financial review

The accounts are set out on pages 3 and 4. Financial activities the year to 31 March 2020 were similar to those in the previous year with the cost of producing and distributing the annual diary (the "Green Sheet") at £1,951 (2018/19: £1,851) having to be financed by unused funds brought forward from previous years.

The General Fund is £10,055 at 31 March 2020 and is, in the opinion of the Trustees, adequate to meet current obligations as they fall due.

Future Plans

The Trustees plan to continue making the annual Arts Diary available to the local community and, where possible will finance its production through advertising and the use of unused funds. However, by mid-March 2020, WHO considered Europe the active centre of the COVID-19 pandemic. At that time the impact on presenting live arts events from September 2020 to July 2021 and in consequence the publication of the *Arts for Berkhamsted* Season 2020/21 was unknown.

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 that 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.

Independent Examination

The Trust's income is under the threshold above which the accounts must be independently scrutinised, and taking into account of the small number of financial transactions during 2019/20 the Trustees have decided an independent examination is not required.

Approved by the Trustees on and signed on their behalf by



Giles Clark – Chairman

Date: 23 December 2020

Berkhamsted Arts Trust

Statement of Financial Activities for the year ended 31 March 2020

| | notes | 2020 £ | 2019 £ |
|-------------------------------------------------------|-------|----------------|----------------|
| Incoming resources | | | |
| Advertising revenue | | 300 | 300 |
| Bank interest receivable | | 15 | 12 |
| Total incoming resources | | 315 | 312 |
| Resources expended | | | |
| Charitable activities | | | |
| Arts Diary | b | 1,951 | 1,851 |
| | | <u>1,951</u> | <u>1,851</u> |
| Administration & governance | c | 300 | 276 |
| Total resources expended | | 2,251 | 2,127 |
| Net incoming/(outgoing) resources for the year | | (1,936) | (1,815) |
| Total funds brought forward | | 11,991 | 13,806 |
| Total funds carried forward | | 10,055 | 11,991 |

Balance Sheet as at 31 March 2020

| | notes | 2020 £ | 2019 £ |
|------------------------------------|-------|-----------------|-----------------|
| Current Assets | | | |
| Bank balances | | 10,055 | 11,991 |
| Net Current Assets | | £ 10,055 | £ 11,991 |
| <i>representing:</i> | | | |
| General Fund (unrestricted) | | £ 10,055 | £ 11,991 |

Approved by the Trustees and signed on their behalf by:

Giles Clark

Chairman



Date: 23 December 2020

Brian Johnson

Treasurer



Date: 23 December 2020

The Notes on page 4 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.

| | 2020 | 2019 |
|------------------------------------------------------|---------------------|--------------|
| | £ | £ |
| b Arts Diary ("Green Sheet") | | |
| Design | 477 | 528 |
| Printing | 944 | 793 |
| Distribution | 530 | 530 |
| | <u>1,951</u> | <u>1,851</u> |
| c Administration & governance expenditure | | |
| Website costs | 240 | 216 |
| Bank charges | 60 | 60 |
| | <u>300</u> | <u>276</u> |

d Trustees' remuneration and expenses

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