# THE INSTITUTE OF CONTEMPORARY ARTS LIMITED (A Company Limited by Guarantee)

REPORT OF THE COUNCIL AND CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2004

Company No. 444351

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# **CONTENTS**

REPORT OF THE COUNCIL	1-5
STATEMENT OF RESPONSIBLITIES OF THE COUNCIL	6
INDEPENDENT AUDITORS' REPORT	7
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES	8
CONSOLIDATED AND CHARITY BALANCE SHEETS	9
CONSOLIDATED CASHFLOW STATEMENT	10
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS	11-23

The Council of the Institute of Contemporary Arts Limited ('ICA') presents its annual report and the audited financial statements of the group for the year ended 31 March 2004.

The Institute of Contemporary Arts is a company limited by guarantee and a registered charity. The responsibility of the ICA is to remain the major laboratory within the UK for the development and presentation, to as wide a range of audiences as possible, of innovative arts and new ways of thinking about and experiencing culture. All of its activities are educationally driven, although there is additionally a strongly identified discrete education programme.

### PRINCIPAL ACTIVITIES

The principal activity of the company is that of presenting exhibitions, film, performance - both digital and live, talks and conferences and an educational programme, all in the field of contemporary arts and culture.

### REVIEW OF THE YEAR

Last year's report mentioned the ICA's transformation into a new kind of 'cultural hub, networked locally and globally'.

This manifested itself this year in the sustained movement of the ICA beyond the building.

- a) The ICA took up residence in East London to stage a major exhibition of the work of Yoko Ono the first of a projected series of offsite events.
- b) The ICA, through The Club, set up what should be ongoing relationships with Moscow as well as consolidated and expanded its relationship with Beijing.
- c) The ICA, through the major exhibition, 'Video Acts', networked itself with PS1, New York, part of MOMA, a key global art player.
- d) The ICA was re-commissioned by the Taiwanese government to train a number of its high-flier cultural professionals.

Such initiatives give body to the claim that the ICA is the (virtual) hub of a network rather than a building. This is in its turn articulated in a programme whose global reach (from Palestinian cinema to global comics; from an Afghani film to an architectural exhibition with a global inflection) is everywhere manifest.

These initiatives are complemented by fundraising strategies which look as much to overseas partners (Hutchison) as local ones.

One very welcome aspect of the programme was the critical and popular success of the exhibitions programme - even though the galleries were closed for a much needed refurbishment. The audience figures - despite the closure - were higher than the previous year and the acclaim for ambitious exhibitions such as Video Acts and FOA was gratifying.

Although the ICA will always keep increasing its ambitions, it is encouraging that it is drawing nearer its articulated goals.

# **REVIEW OF THE YEAR (continued)**

### Reserves

It is the policy of the trustees to hold reserves in funds designated for specific purposes as described below and to transfer any residual surpluses to the accumulated fund from time to time. It is the trustees' intention to build the accumulated fund to a level considered adequate to sustain the core programme and other activities for a reasonable time in the event of any unanticipated reduction in support funding from the principal sources.

The ICA has made the following adjustments to its reserves in this financial year:

## Designated capital fund

The fund comprises grants and donations given to the ICA for capital projects. Depreciation on these assets is charged to the fund.

In the current year, £48,668 (2003: £89,619) of depreciation has been charged to the fund; £32,124 of income has been added to the fund.

### Maintenance Fund

The Maintenance Fund is used to make an annual provision for the cost of redecoration and repairs to the exterior of 12 Carlton House Terrace. Redecoration takes place every four years and the ICA has a deposit account to ensure funds are earmarked for this specific purpose.

The next four-yearly decoration is expected to take place summer 2004. This year £25,000 (2003: £40,000) was transferred to the fund.

### Stabilisation Fund

The Stabilisation Fund was established out of the stabilisation grant awarded to the ICA in March 2000.

£13,619 of interest was credited to the fund.

# **Exhibition Development Fund**

The Exhibition Development Fund is designated to ensure that the proceeds from the 50th Anniversary Auction are applied to supporting the Exhibitions programme. A committee has been established to determine how the capital and interest earned on this fund will be spent.

### Accumulated surplus

The ICA has made an overall surplus on its operating activities of £80,814 (2003: £88,661) of which £25,559 (2003: £40,000) has been transferred to the Maintenance Fund and £38,726 (2003: £30,814) has been transferred to the Stabilisation Fund leaving an underlying operating surplus of £16,529 (2003: £17,847). This has resulted in a carried forward surplus of £38,020 (2003: £21,491).

## REVIEW OF THE YEAR (continued)

## Accumulated surplus (continued)

The ICA is confident that with a track record of producing a modest surplus for seven years consecutively and the continued development of our relationships with funders and other partners we will meet our targets for the next financial year. The ICA is meeting the goals of its business plan and the Council believes that the charity will remain able to meet the costs of expenditure planned for the programme in the coming year.

### RISK MANAGEMENT

The trustees have undertaken an assessment of the significant risks to which the ICA is exposed. The Risk Assessment identifies existing strategies in place to minimise those risks together with further action that needs to be taken. As part of a risk management strategy the trustees will:

- review the risks and the progress made in implementing systems to mitigate those risks; and
- establish procedures which are likely to minimise any potential impact on the ICA should any of the identified risks materialise.

### RESULTS OF SUBSIDIARY COMPANIES

During this financial year ICA Direct Limited has made a profit of £287,920 (2003: £185,473) of which £284,587 (2003: £185,473) has been covenanted to the charity. ICA Projects Limited has made a loss of £6,659 (2003: profit of £66,857).

ICA Direct Limited comprises the ICA Bookshop and the ICA's Education programme. In addition, sponsorship income is channelled through ICA Direct. The Bookshop activities are primarily in support of the activities of the main charity, through the sale of books and journals related to contemporary cultural issues. Of the £284,587 (2003: £185,473) covenanted to the Charity, £31,616 (2003: £11,970) was from the trading activities, £278,025 (2003: £205,871) from sponsorship minus £25,054 from education activities.

ICA Projects Limited is closely related to the work of the cinema department in acquiring and distributing firms by important but often unknown directors and enabling a theatrical and video release of these films in the UK. ICA Projects distributed ten films during 2003/04.

# SUPPORT FROM FUNDING BODIES AND OTHER PARTNERS

The ICA remains grateful to London Arts, Westminster City Council and the London Film and Video Development Agency for their continuing support as well as to the trust funds, corporations and public sector bodies who contributed funds to projects during the year. In particular we acknowledge the generous support of Scottish Courage who have supported Beck's Futures for a fifth year.

This has been another important year for the ICA when, in a climate of stringent financial conditions, the Institute has continued to reposition itself artistically, with substantial success, whilst also generating a modest surplus. Final recognition should be given to the ICA's staff, without whose continuing dedication, the achievement of our objectives would not be possible.

### LEGAL AND ADMINISTRATIVE DETAILS

The Institute of Contemporary Arts Limited is a registered company limited by guarantee (registered in England number 444351) and is a charity registered with the Charity Commissioners (number 236848). The registered address is 12 Carlton House Terrace, London SW1Y 5AH.

### Advisers

Bankers

Barclays Bank London Corporate Banking 50 Pall Mall PO Box No 15161R London SW1A 1QA

Auditors

PKF Farringdon Place 20 Farringdon Road London EC1M 3AP

# **DIRECTORS**

The directors who held office during the year and to the date of approval of the financial statements were as follows:

L Appignanesi

Ekow Eshun

(resigned November 2003)

D Goulandris\*

J Henry

Ian Kirk

A McConnell\*

S Rust

(resigned May 2003)

I Stewart

G Tyrrell

R Verjee

Andrew Warren

Alan Yentob, Chairman

None of the directors who held office at the end of the financial year had any interest in the company.

<sup>\*</sup> indicates membership of the finance sub-committee during the year.

PKF have expressed their willingness to continue in office and a resolution to re-appoint them will be proposed at the forthcoming Annual General Meeting.

Signed on behalf of the Council

A Yentob Chairman

29 November 2004

# THE INSTITUTE OF CONTEMPORARY ARTS LIMITED STATEMENT OF RESPONSIBILITIES OF THE COUNCIL YEAR ENDED 31 MARCH 2004

Law applicable to incorporated charities in England and Wales requires the Council, who are also the directors of the charity, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the Council are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will
  continue in business.

The Council are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the applicable law. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Council are also responsible for ensuring that the Report of the Council and other information included in the annual report is prepared in accordance with Company Law in the United Kingdom.

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE INSTITUTE OF CONTEMPORARY ARTS LIMITED

We have audited the financial statements of the Institute of Contemporary Arts Limited for the year ended 31 March 2004 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Charity Balance Sheets, the Consolidated Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

# Respective responsibilities of directors and auditors

The responsibilities of the trustees, who are also the directors of the Institute of Contemporary Arts Limited for the purposes of company law, for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Responsibilities of the Council.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Council is not consistent with the financial statements, if the charitable company and the group has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charitable company and group are not disclosed.

We read the Report of the Council and consider the implications for our report if we become aware of any apparent misstatements within it.

# Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's and the group's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

# Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's and the group's affairs as at 31 March 2004 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

PKF Registered Auditors

London, UK

29 Navember 2004

# (A Company Limited by Guarantee)

# CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) YEAR ENDED 31 MARCH 2004

	<u>Notes</u>	Unrestric <u>General</u> £	ted funds <u>Capital</u> £	Restricted funds	Total 2004 £	Total <u>2003</u>
INCOMING RESOURCES	2	*	æ.	ž.	ı.	£
Grants	_	1,076,441	-	126,326	1,202,767	1,261,761
Donations		8,709	32,124	47,621	88,454	102,825
Activities in furtherance of the		,	,	•	,	. , -
charity's objectives:						
- Programme activities		645,736	-	-	645,736	603,310
- Associated activities		615,770	-	-	615,770	600,936
Activities for generating funds:						
- Trading income		913,459	-	-	913,459	839,414
- Other income		270,494	-	-	270,494	234,247
Interest receivable		17,367	-	-	17,367	23,665
TOTAL INCOMING RESOURCES		3,547,976	32,124	173,947	3,754,047	3,666,158
LESS: COST OF GENERATING FUN	DS					
Trading expenses		594,660	-	-	594,660	599,532
NET INCOMING RESOURCES AVAI FOR CHARITABLE APPLICATION CHARITABLE EXPENDITURE	LABLE	2,953,316	32,124	173,947	3,159,387	3,066,626
Costs of activities in furtherance of the						
objects of the charity:						
- Programme activities	3	2,531,192	48,668	194,881	2,774,741	2,634,379
- Associated activities	3	150,569	-	-	150,569	156,030
Managing and administering the charity	3	257,086	-	6,831	263,917	245,298
Interest payable	6	1,801	-	-	1,801	711
TOTAL CHARITABLE EXPENDITU	RE	2,940,648	48,668	201,712	3,191,028	3,036,418
TOTAL RESOURCES EXPENDED	4	3,535,308	48,668	201,712	3,785,688	3,635,950
NET (OUTGOING)/INCOMING						
RESOURCES	7	12,668	(16,544)		(31,641)	30,208
Total funds brought forward		789,306	113,304	59,905	962,515	932,307
TOTAL FUNDS CARRIED						
FORWARD	16	801,974	96,760	32,140	930,874	962,515
		<del></del> :		<del></del>	<del></del>	

There are no other recognised gains or losses other than those included in the Statement of Financial Activities.

All income and expenditure of the group is attributable to continuing activities.

(A Company Limited by Guarantee)
BALANCE SHEETS
31 MARCH 2004

	<u>Notes</u>	2004 £	Group <u>2003</u>	2004 £	Charity 2003
FIXED ASSETS		<i>2</i> -	*	~	<u>ت</u>
Tangible assets	9	683,525	578,837	683,092	578,837
CURRENT ASSETS					
Stocks	11	80,887	42,278	~	-
Debtors	12	644,962	602,237	326,965	350,555
Cash at bank and in hand		758,235	953,099	652,814	745,733
CREDITORS		1,484,084	1,597,614	979,779	1,096,288
Amounts falling due within one year	13	(1,236,735)	(1,213,936)	(712,904)	(696,842)
NET CURRENT ASSETS		247,349	383,678	266,875	399,446
TOTAL ASSETS LESS CURRENT LIABILITIES		930,874	962,515	949,967	978,283
Represented by:					
RESTRICTED FUNDS	16	32,140	59,905	32,140	59,905
DESIGNATED FUND - CAPITAL	16	96,760	113,304	96,760	113,304
OTHER DESIGNATED FUNDS					
Maintenance fund	16	. 107,795	82,236	107,795	82,236
Stabilisation fund	16	537,059	524,277	537,059	524,277
Exhibition development fund	16	138,193	177,070	138,193	177,070
OTHER UNRESTRICTED FUNDS	·	783,047	783,583	783,047	783,583
Accumulated surplus	16	38,020	21,491	38,020	21,491
Accumulated losses – subsidiaries	16	(19,093)	(15,768)	-	· -
TOTAL FUNDS	16	930,874	962,515	949,967	978,283

These financial statements were approved by the Council on 29th Nove 12004 and were signed on its behalf by:

A Yentob Chairman Am Yentro

# (A Company Limited by Guarantee) CONSOLIDATED CASHFLOW STATEMENT 31 MARCH 2004

	Notes	£	<u>2004</u>	£	<u>2003</u>
Cash inflow from operating activities	20		101,007		351,978
Returns on investments and servicing of finance Interest received Interest paid		17,367 (1,801)		23,665 (711)	
Net cash inflow from returns on Investments and servicing of finance			15,566		22,954
Capital expenditure and financial investment Purchase of tangible fixed assets		(327,819)		(150,123)	
Net cash outflow for capital expenditure and financial investment	e.		(327,819)		(150,123)
(Decrease)/increase in cash			(211,246)		224,809
Reconciliation of net cashflow to movement in net funds					
Change in net funds resulting from cashflows			(211,246)		224,809
Net funds at 1 April 2003			879,041		654,232
Net funds at 31 March 2004	21		667,795		879,041

# 1 ACCOUNTING POLICIES

## a) Accounting convention

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets. They have been prepared in accordance with applicable accounting standards and in accordance with the Statement of Recommended Practice (SORP 2000) - Accounting and Reporting by Charities.

### b) Basis of consolidation

The consolidated accounts include the accounts of the charity and its subsidiary undertakings, ICA Projects Limited and ICA Direct Limited, both of which are wholly owned and registered in England and Wales.

### c) Grants

Revenue grants are allocated equally across the year and applied to running costs and programming. Project specific grants are recognised in the year in which the project they relate to occurs, and matched to the associated expenditure.

The principal source of grant income is London Arts.

# d) Trading income

Trading income represents the amount derived from the sale of ICA Projects films to cinemas, the bar and café, and the sale of books and videos in the ICA Bookshop.

# e) Other incoming resources

All other income is accounted for when it is receivable.

### f) Expenditure

Costs of activities in furtherance of the objects of the charity comprises direct costs attributable to programme activities - presenting exhibitions, films, performances, talks and conferences and to associated activities. Where costs cannot be directly attributed, they have been allocated to activities on a basis consistent with use of the resources. Cost of generating funds comprises those costs incurred in seeking voluntary contributions and in publicising the ICA and the cost of ICA's trading activities. Management and administration costs are those incurred in connection with the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements. Liabilities are recognised when there is an obligation to make payment as a result of past transactions or events.

# 1 ACCOUNTING POLICIES (continued)

# g) Fixed assets and depreciation

The cost of leasehold premiums paid to acquire long leasehold buildings is amortised over the unexpired term of the lease. Cost is included net of donations received to assist in the acquisition of the lease. Improvements to leasehold premises and other assets are depreciated as set out below:

20%-331/3% - plant & equipment, gallery lighting, office equipment, video equipment, soft furnishings, furniture and fixtures.

10% - theatre floor, heating, ventilation and alterations to cinema and bar

5% - podium roof/leasehold improvement

ii) Works of art owned by the ICA have not been capitalised as allowed by the SORP.

# h) Stocks

Stocks represent goods for resale, stated at the lower of cost or net realisable value.

### i) Operating leases

Rental charges for operating leases are charged to the statement of financial activities on a straight line basis over the life of the lease.

# j) Pension scheme

Certain staff are members of a stakeholder scheme established by the ICA. The ICA makes no contributions to the scheme.

### 2 INCOMING RESOURCES

Income for the year represents amounts received in respect of grants, voluntary income, admission charges, catalogue sales, commission on the operation of the restaurant and the bar, rents receivable, sales of books and videos and the distribution of films through cinema, television and video sales. Income and expenditure carried out through trading subsidiaries are considered to fall substantially within the primary purposes of the charity.

# 3 RESOURCES EXPENDED

Charitable expenditure:	Unrestricted <u>funds</u> £	Capital <u>fund</u> £	Restricted funds	Total <u>2004</u> £	Total <u>2003</u>
Programme activities					
Cinema	98,419	-	1,700	100,119	123,561
Exhibitions	339,207	-	28,851	368,058	300,640
Performing arts	216,638		,	216,638	140,817
Talks	6,810	_	18,870	25,680	20,109
Education	3,725	-	15,000	18,725	83,559
Other projects	•	-	42,676	42,676	115,132
Marketing	154,714	-	•	154,714	148,871
New media	20,571	-	28,850	49,421	23,230
Salaries	1,152,140	-		1,152,140	1,087,644
Administration	174,760	48,668	~	223,428	183,505
Overheads	364,208	-	38,000	402,208	405,416
Development	-	-	20,934	20,934	1,895
	2,531,192	48,668	194,881	2,774,741	2,634,379
Associated activities	<del></del>		<del></del>		
Exhibition catalogues	33,326	-	-	33,326	46,665
Membership	5,279	-	-	5,279	4,306
Hire	34,993	-	-	34,993	37,261
Salaries	57,871	-	-	57,871	52,459
Administration	17,283	-	-	17,283	11,714
Overheads	1,817	<u>-</u>	-	1,817	3,625
	150,569	-	-	150,569	156,030
Management and administration					
Salaries	178,112	_	_	178,112	161,956
Administration	14,569		6,831	21,400	18,986
Overheads	33,600		-,	33,600	31,111
Legal and professional fees	18,085	_	_	18,085	23,245
Audit fees	12,720	-	-	12,720	10,000
Total management and					
administration	257,086	-	6,831	263,917	245,298

# 4 TOTAL RESOURCES EXPENDED

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GROUP	Staff costs £	Depreciation £	Other <u>costs</u> £	Total <u>2004</u>	Total <u>2003</u>
Programme activities Associated activities Management and	1,239,308 87,329	223,077	1,312,356 63,240	2,774,741 150,569	2,634,379 156,030
administration Interest payable Trading expenses	178,113 - 78,111	54 - -	85,750 1,801 516,549	263,917 1,801 594,660	245,298 711 599,532
Total 2004	1,582,861	223,131	1,979,696	3,785,688	3,635,950
Total 2003	1,556,161	197,428	1,882,361	3,635,950	
STAFF COSTS				2004 £	Group 2003
Wages and salaries Social security costs				1,450,596 132,265	1,432,100 124,061

The average number of persons employed by the group (including directors and contracted staff) during the year was 87 (2003:89).

1,582,861

1,556,161

The number of employees with emoluments over £50,000 during the year was:

£50,001 - £60,000	-	1
£60,001 - £70,000	1	-
£70,001 - £80,000	1	1

None of the directors received any emoluments or reimbursement of expenses in the year (2002: £Nil).

6	INTEREST PAYABLE AND SIMILAR CHARGES	2 <u>004</u> £	2003 £
	On bank loans, overdrafts and other loans wholly payable within five years	1,801	711

7	NET (OUTGOING)/INCOMING RESOURCES		Group
		2004 £	2003 £
	Net (outgoing)/incoming resources is stated after charging:		
	Audit fees	16,600	15,700
	Other fees – taxation	1,225	2,465
	Depreciation of tangible fixed assets	223,131	197,428

# Indemnity insurance

The charity paid £ 1,581 (2003:£1,509) to provide insurance for the Trustees and senior staff to indemnify them against the consequences of any neglect or default on their part.

# 8 TAXATION

The charity is a registered charity and not subject to tax on income falling within the exemptions provided by Section 505 of the Taxes Act 1988. The subsidiaries covenant their taxable profits to the charity and hence there is no charge to taxation within the group.

# 9 TANGIBLE FIXED ASSETS

# **GROUP**

	Long leasehold <u>buildings</u> £	Improvements to leasehold <u>buildings</u> £	Fixtures and <u>fittings</u>	Furniture and <u>equipment</u> £	Total £
Cost or valuation At 1 April 2003 Additions	150,000	226,538	£ 730,117 237,607	354,261 90,212	1,460,916 327,819
At 31 March 2004	150,000	226,538	967,724	444,473	1,788,735
Depreciation At 1 April 2003 Charge for the year	8,956 2,239	138,326 11,027	439,610 142,863	295,187 67,002	882,079 223,131
At 31 March 2004	11,195	149,353	582,473	362,189	1,105,210
Net book amounts At 31 March 2004	138,805	77,185	385,251	82,284	683,525
At 31 March 2003	141,044	88,212	290,507	59,074	578,837

# 9 TANGIBLE FIXED ASSETS (continued)

CHARITY	Long leasehold <u>buildings</u> £	Improvements to leasehold <u>buildings</u> £	Fixtures and <u>fittings</u> £	Furniture and <u>equipment</u> £	<u>Total</u> £
Cost or valuation	*	du-	<b></b>	<b></b>	<b>d</b>
At 1 April 2003	150,000	226,538	730,117	345,700	1,452,355
Additions			236,957	90,212	327,169
At 31 March 2004	150,000	226,538	967,074	435,912	1,779,524
Depreciation		<del></del>	<del></del>		
At 1 April 2003	8,956	138,326	439,610	286,626	873,518
Charge for the year	2,239	11,027	142,646	67,002	222,914
At 31 March 2004	11,195	149,353	582,256	353,628	1,096,432
Net book amounts At 31 March 2004	138,805	77,185	384,818	82,284	683,092
At 31 March 2003	141,044	88,212	290,507	59,074	578,837

# **GROUP AND CHARITY**

Furniture and equipment at cost or valuation includes computers donated by Sun Microsystems valued by the directors at £90,293 (2003: £90,293) and with a net book value of £ nil (2003: £nil). The directors valuation is based, in accordance with the Statement of Recommended Practice, on their estimate of the value of the equipment to the charity.

10	INVESTMENT IN SUBSIDIARY UNDERTAKINGS	2004 £	2003 £
	Investment at market value	-	-

The company owns the entire issued share capital of ICA Projects Limited and ICA Direct Limited. The investment represents 2 ordinary shares of £1 each in ICA Projects Limited and ICA Direct Limited respectively. Both companies are registered in the United Kingdom. The principal activity of ICA Projects Limited is the acquisition and distribution of films for theatrical, television and video release. The principal activity of ICA Direct Limited is that of a bookshop and the ICA's exhibition programme.

# 10 INVESTMENT IN SUBSIDIARY UNDERTAKINGS (continued)

	Financial information relating to the subsidiar	ries is set out be	elow:	<u>2004</u>	<u>2003</u>
	ICA Projects Limited			£	£
	Aggregate capital and reserves Profit for the year (after payment under gift ai	id)		(6,659)	2 810
	ICA Direct Limited				
	Aggregate capital and reserves Profit for the year (after payment under gift ai	id)		(12,437) 3,333	(15,770)
11	STOCKS			2004 £	<u>Group</u> 2003 €
	Bookshop stocks			80,887	42,278
12	DEBTORS		Group		<u>Charity</u>
		<u>2004</u> £	2003 £	2004 £	2003 £
	Trade debtors Amounts owed by group undertaking Other debtors Prepayments and accrued income	393,171 5,597 246,194	325,845 - 2,263 274,129	140,474 54,195 5,566 126,730	126,736 56,285 2,263 165,271
		644,962	602,237	326,965	350,555
13	CREDITORS				
	Amounts falling due within one year				
	Bank overdraft Trade creditors Taxation and social security Other creditors Amount owed to group undertaking Accruals and deferred income (Note 14)	90,440 151,364 116,781 62,980 - 815,170	74,058 251,309 91,823 44,525 - 752,221	90,440 122,128 69,978 41,659 26,225 362,474	68,470 156,393 58,119 44,304 - 369,556
		1,236,735	1,213,936	712,904	696,842

The overdraft is secured by a charge over the leasehold premises.

14	ACCRUALS AND DEFERRED INCOME	<u>Group</u> <u>2004</u> ₤	<u>Charity</u> 2004 £
	Deferred income:		
	Balance at 1 April 2003	383,243	132,173
	Amount released to incoming resources	(959,573)	(459,596)
	Amount deferred in the year	1,040,322	452,184
	Balance at 31 March 2004	463,992	124,761
		•	· · · · · · · · · · · · · · · · · · ·
	Accruais	351,178 ———	277,721 ————
		815,170	402,482
		···	

# 15 SHARE CAPITAL

The company is limited by guarantee and has no share capital. The liability of the directors of the company is limited to £1 each.

# 16 MOVEMENT IN FUNDS

GROUP	Balance 1 April 2003 £	Net surplus/ (deficit)	Transfers and designations	Balance 31 March 2004
Restricted Funds:	£	£	£	£
Staff training programme	9,905	(6,831)	_	3,074
World Cinema Fund	50,000	(20,934)	-	29,066
	59,905	(27,765)	-	32,140
Unrestricted Funds:	<del>_</del>			
Capital fund	113,304	(16,544)	-	96,760
Other designated funds		<del></del>	<del></del>	<del></del>
Maintenance fund	82,236	-	25,559	107,795
Stabilisation fund	524,277	(25,944)	38,726	537,059
Exhibition development fund	177,070	(38,877)	<b>-</b>	138,193
Accumulated surplus	783,583	(64,821)	64,285	783,047
Accumulated surplus				
on normal activities	5,723	77,489	(64,285)	18,927
Total general funds	789,306	12,668	•	801,974
Total unrestricted funds	902,610	(3,876)	•	898,734
Total funds	962,515	(31,641)	•	930,874
The accumulated surplus is represented by:	<del></del>		<del></del>	£
Retained by The Institute of Contemporary Arts Retained by subsidiary undertakings	\$			949,967 (19,093)
				930,874

# 16 MOVEMENT IN FUNDS (continued)

Balance 1 April <u>2003</u> £	Net surplus/ (deficit) £	Transfers and <u>designations</u> £	Balance 31 March 2004 £
9,905	(6,831)	-	3,074
50,000	(20,934)	-	29,066
59,905	(27,765)	-	32,140
	<u></u>		<del></del>
113,304	(16,544)		96,760
		<del></del>	
82,236	-	25,559	107,795
	(25,944)	-	537,059
177,070	(38,877)	<b>.</b>	138,193
783,583	(64,821)	64,285	783,047
		<del></del>	
21,491	80,814	(64,285)	38,020
805,074	15,993	-	821,067
918,378	(551)	-	917,827
978,283	(28,316)	-	949,967
	1 April 2003 £  9,905 50,000  59,905  113,304  82,236 524,277 177,070  783,583  21,491  805,074  918,378	1 April surplus/ 2003 £  9,905 (6,831) 50,000 (20,934)  59,905 (27,765)  113,304 (16,544)  82,236 524,277 (25,944) 177,070 (38,877)  783,583 (64,821)  21,491 80,814  805,074 15,993  918,378 (551)	1 April 2003       surplus/ (deficit)       and designations         £       £       £         9,905       (6,831)       -         50,000       (20,934)       -         59,905       (27,765)       -         113,304       (16,544)       -         82,236       -       25,559         524,277       (25,944)       38,726         177,070       (38,877)       -         783,583       (64,821)       64,285         21,491       80,814       (64,285)         805,074       15,993       -         918,378       (551)       -

# INSTITUTE OF CONTEMPORARY ARTS LIMITED (A Company Limited by Guarantee not having a Share Capital)

# NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2004

### 16 **MOVEMENT IN FUNDS (continued)**

### RESTRICTED FUNDS

### Staff Training Programme

In 2001 the Arts Council of England awarded a grant of £30,000 for staff training, of which £6,831 is attributable to the current year.

### World Cinema Fund

In 2001 London Arts awarded £50,000 for the promotion and distribution of World Cinema. Each year, and where appropriate, the ICA makes advances to ICA Projects to purchase and show films under the terms of this award. Surpluses from films purchased by ICA Projects with this grant are passed back to ICA under gift aid and reinvested in this fund. This year £38,961 was used for the acquisition of the rights to the film 'Ten'.

### UNRESTRICTED FUNDS

### Capital fund

This fund comprises grants and donations given to the ICA for capital projects. Depreciation on the assets is charged to the fund.

### Maintenance Fund

The Maintenance Fund is used to make an annual provision for the cost of the four yearly redecoration and repairs to the exterior of 12 Carlton House Terrace. The ICA has a deposit account to ensure funds are earmarked for this specific purpose. Redecoration took place in the year ended 31 March 2001.

### Stabilisation Fund

The Stabilisation Fund is for the purpose of developing the ICA and was set up after the ICA was awarded a £480,000 Stabilisation grant from the Arts Council. The fund can be used to buy assets or to finance projects for the development of the ICA. Any use of funds has to be agreed by the ICA Council and the amount used needs to be transferred back to the fund over an agreed period of time.

# **Exhibition Development Fund**

The Exhibition Development Fund was designated in 1999 to ensure that the proceeds from the 50th Anniversary Auction are applied to supporting the Exhibitions programme. A committee has been established to determine how the capital and interest earned on it will be spent.

### 17 ANALYSIS OF NET ASSETS BY FUNDS - GROUP

	Restricted <u>funds</u> £	Capital <u>fund</u> £	Maintenance <u>fund</u> £	Stabilisation fund £	Exhibition <u>fund</u> £	Accumulated <u>surplus</u>	Subsidiaries <u>deficit</u> £	<u>Total</u> £
Fixed assets	-	96,760	-	37,479	138,205	410,648	433	683,525
Net current assets/(liabilities)	32,140	-	107,795	499,580	(12)	(372,628)	(19,526)	247,349
	22.140		107 707		120 103	20.020	(10.007)	020.054
	32,140	96,760	107,795	537,059	138,193	38,020	(19,093)	930,874

# 18 RELATED PARTY TRANSACTIONS

ICA Limited has two subsidiary companies, ICA Projects Limited and ICA Direct Limited. Exemption has been taken from disclosing transactions with these companies, as the results for the year are incorporated into the consolidated accounts of The Institute of Contemporary Arts Limited.

Harbottle and Lewis provided services as solicitors to ICA to the value of £5,313 at a discounted rate. Gerrard Tyrrell is a director of ICA Ltd and a partner of Harbottle and Lewis.

19	OPERATING LEASE COMMITMENTS	<u>2004</u>	Buildings 2003
	At 31 March 2004 the Institute had the following annual commitments under operating leases which expire:	£	£
	After 5 years	15,522	15,522
20	RECONCILIATION OF NET (OUTGOING)/INCOMING RESOURCES TO NET CASH INFLOW FROM OPERATING ACTIVITIES	2004 £	Group 2003 £
	Net (outgoing)/incoming resources Depreciation Interest received Interest paid (Increase)/decrease in stock (Increase)/decrease in debtors Increase in creditors	(31,641) 223,131 (17,367) 1,801 (38,609) (42,725) 6,417	30,208 197,428 (23,665) 711 18,868 119,998 8,430
	Net cash flow from operating activities	101,007	351,978

21	ANALYSIS OF CHANGES IN NET FUNDS	At 1 April 2003 £	Cash <u>flows</u> £	At 31 March 2004 £
	Cash at bank and in hand Overdrafts (Note 13)	953,099 (74,058)	(194,864) (16,382)	758,235 (90,440)
		879,041	(211,246)	667,795

# INSTITUTE OF CONTEMPORARY ARTS LIMITED MANAGEMENT INFORMATION

(Not forming part of the audited accounts)

STATEMENT OF FINANCIAL ACTIVITIES OF THE CHARITY	1
SCHEDULE OF GRANTS ATTRIBUTABLE TO THE YEAR FOR THE GROUP	2 - 3
SCHEDULE OF SPONSORSHIP AND DONATIONS FOR THE GROUP	4 - 5

# THE INSTITUTE OF CONTEMPORARY ARTS LIMITED (A Company Limited by Guarantee) STATEMENT OF FINANCIAL ACTIVITIES OF THE CHARITY YEAR ENDED 31 MARCH 2004

	Unrestric		Restricted	Total funds	Total funds
	<u>General</u> £	<u>Capital</u> £	<u>funds</u> £	2004 £	2003 £
INCOME AND EXPENDITURE	æ	ı.	r	I.	T.
INCOMING RESOURCES					
Grants	1,075,225	-	111,277	1,186,502	1,213,634
Donations	8,709	32,124	47,621	88,454	97,114
Gifts in kind					
Activities in furtherance of the					
charity's objectives:					
- Programme activities	645,736	-	-	645,736	598,096
- Associated activities	615,770	-	-	615,770	600,936
Activities for generating funds:				•	
- Gift aid from subsidiaries	284,587	_	-	284,587	251,520
- Other income	275,009	-	-	275,009	206,952
Bank interest received	17,165	-	-	17,165	23,094
,	<del></del>			<del></del>	<del></del> -
TOTAL INCOMING RESOURCES	2,922,201	32,124	158,898	3,113,223	2,991,346
CHARITABLE EXPENDITURE Costs of activities in furtherance of the objects of the charity: - Programme activities	2,498,495	48,668	179,832	2,726,995	2,561,160
- Associated activities	150,569	-	-	150,569	155,204
Management and administration	257,086	-	6,831	263,917	245,298
Interest payable	58	-	-	58	286
TOTAL RESOURCES EXPENDED	2,906,208	48,668	186,663	3,141,539	2,961,948
NET (OUTGOING)/INCOMING					
RESOURCES	15,993	(16,544)	(27,765)	(28,316)	29,398
FUNDS BROUGHT FORWARD	805,074	113,304	59,905	978,283	948,885
FUNDS AT 31 MARCH 2004	821,067	96,760	32,140	949,967	978,283
	=		<u> </u>		

There are no other recognised gains or losses other than those included in the Statement of Financial Activities.

All income and expenditure is attributable to continuing activities.

# (A Company Limited by Guarantee) SCHEDULE OF GRANTS ATTRIBUTABLE TO THE YEAR FOR THE GROUP YEAR ENDED 31 MARCH 2004 THE INSTITUTE OF CONTEMPORARY ARTS LIMITED

Other <u>Total</u>	1,051,886 8,226 8,226 20,000 7,000 7,000	15,226 1,087,112	1	7,500 7,500	7,500 14,850	30,000 15,000 1,265		46,265	25,000		26,700	7,500 7,500	
Education £						15,000		16,265					
Talks										!			
New Media £	20,000	20,000	7,350		7,350		-						
Performing Arts													
Exhibition £				}									
Cinema £							}		1,700		1,700		
Core	1,051,886	1,051,886				30,000		30,000	25,000		25,000		
	London Arts Board Revenue grant The Club Digital Festival Moscow		Arts Council Golan Levin	The Club		Westminster City Council Revenue grant Mozart Estate Summer University			Film London Revenue Grant Cinema 2 programme Halloween Film Society			NESTA The Club	Design Council

# THE INSTITUTE OF CONTEMPORARY ARTS LIMITED (A Company Limited by Guarantee) SCHEDULE OF GRANTS ATTRIBUTABLE TO THE YEAR FOR THE GROUP YEAR ENDED 31 MARCH 2004

Total	ı		425	1,600		1,204,853	
Other Projects	1		425			51,052	
Education £	ı					16265	
Talks	1						
New Media	ı					27,350	
Performing Arts	ì				·		
Exhibition &	<b>3</b>			1,600		1,600	
Cinema	1					1,700	
Core	•					1,106,886	
	Nesta The Club	Visiting Arts Arditi Mangalas	<b>Dutch Embassy</b> The Club	Spanish Embassy Foreign Office Architects	Danish Contemporary Art Publicness	Total	

# SCHEDULE OF SPONSORSHIP AND DONATIONS FOR THE GROUP THE INSTITUTE OF CONTEMPORARY ARTS LIMITED (A Company Limited by Guarantee) YEAR ENDED 31 MARCH 2004

	Core	Cinema	Exhibition £	Performing arts	New Media	Talks	Projects £	Total £
Scottish Courage Bcck's Futures 2003			185,658		į		!	185,658
Hufshison 3C		6.129	5.000	4,820			59,051	75,000
Sony Playstation Digital Programme					18,606			18,606
Gulbenkian Foundation Scientist in Residence Damasio Talk						10,349		10,349
Sun Microsystems Digital programme				6,000				6,000
PRS Foundation Cybersoncia					1,500			1,500
Cap Gemini Richard Perle New Media The Club			3		2,000	2,000	3,435	2,000 2,000 3,435
Citra Ceremony				5,000				5,000
XFM Cybersonica					250			250
Unit 9 Cybersonica					750			750
The Economist Talks						3,330		3,330
Welcome Trust Scientist in Residence						5,695		5,695
Wellcome Partnership	5,695					1,826	5,695	1,826
			-4-					; ;

# (A Company Limited by Guarantee) SCHEDULE OF SPONSORSHIP AND DONATIONS FOR THE GROUP YEAR ENDED 31 MARCH 2004

Oinetig	Core £	Cinema £	Exhibition 1	Performing arts	New Media £	Talks	Other <u>Projects</u>	Total
						1,871		1,871
							672	672
						400		400
						300		300
						450		450
						350		350
Centre for Narrative Research Picture and Word						100		100
						300		300

# (A Company Limited by Guarantee) SCHEDULE OF SPONSORSHIP AND DONATIONS FOR THE GROUP YEAR ENDED 31 MARCH 2004 THE INSTITUTE OF CONTEMPORARY ARTS LIMITED

Total	27,250	8,709	}		367,151	
Projects					63,158	
Talks					29,321	
New Media					23,106	
Exhibition Performing arts		4,620			23,440	
Exhibition £	27,250				217,908	
Cinema					6,129	
Core		4,089			4,089	
		w w				
	Donations ICA50	Artstream Exhibitions various New Media various Talks various Individual			Total	