

Companies House

Company number: 02089425

Charity number: 1070805

Fusion Oxford's Community Arts Agency Limited

Unaudited Report & Financial Statements

for the year ended

31 March 2013



Wenn Townsend
Chartered Accountants
Oxford

Fusion Oxford's Community Arts Agency Limited

Reference and Administrative Details of the Charity

for the year ended 31 March 2013

Status	Fusion Oxford's Community Arts Agency Limited is a charitable company, limited by guarantee and registered as a charity
Company Number	02089425
Charity Number	1070805
Registered Office and Operational Address	Fusion Oxford's Community Arts Agency East Oxford Community Centre Princes Street Oxford OX4 1HU
Trustees	Mrs Hannah Cervenka (Chair) Ms Allie Butler (co-opted 11 September 2012) Mr Jim Campbell (co-opted 11 September 2012) Mr Shammim Gammage (co-opted 11 September 2012) Ms Judy Hammond Mr Don Henderson Mr Sam Henry (co-opted 11 March 2013) Mrs Amby Hitchcox Ms Junie James Ms Pippa Martin (co-opted 11 March 2013)
Secretary	Tara Stewart
Principal Bankers	Natwest Bank
Accountants	Wenn Townsend 30 St Giles Oxford OX1 3LE

Fusion Oxford's Community Arts Agency Limited

Report of the Members of Council for the year ended 31 March 2013

Structure, Governance and Management

The Trustees present their annual report and the financial statements for the year ended 31 March 2013

Constitution and Organisation

Fusion Oxford's Community Arts Agency Limited ("Fusion") is a registered Charity (number 1070805) governed by its Memorandum and Articles of Association and Company Limited by Guarantee (number 02089425). Its Board of Trustees governs the Charity.

Recruitment and Appointment of Trustees

The directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report they are collectively referred to as the Trustees and constitute its Members of Council.

Fusion's constitution states that Board membership numbers should not be less than 3 with a quorum not less than one third or two trustees, whichever is the greater. Members are elected initially for 1 year with an option to extend at Annual General Meetings. Trustees to date have been recruited through a direct approach by a member of staff or board member. They are usually previously known to the organisation or the individual who approaches them.

More recently, following guidelines, Fusion has implemented a targeted recruitment campaign, sending out advertisements to appropriate companies and groups with the required skill-set. The applications received back are then presented to the trustees who will meet the candidates and recruit the appropriate people.

New Trustees are briefed on their obligations under charity law and company law and on the committee and decision-making process, the business plan and the recent financial performance of the charity.

Trustees cannot personally benefit from Fusion whilst serving as a trustee.

Risk Assessment

The Trustees recognise and accept their responsibility for ensuring that risks to which the Charity is exposed are reviewed and steps taken to mitigate potential damage by the use of appropriate preventative controls and corrective actions. Trustees are aware of the Charities SORP issued in 2005 and accept the requirement, in relation to all aspects of their work, for regular assessment of operating strengths and weaknesses. To this end, the risk management strategy comprises an annual review of the risks which the Charity may face, the establishment of systems and procedures to mitigate those risks identified, and the implementation of procedures designed to minimise any potential impact on the Charity should any of those risks materialise.

Objectives and Activities for the Public Benefit

Our aim is to

- 1 Foster and promote the improvement and development of artistic knowledge, understanding and appreciation of the arts including the worlds of drama, dance, music, visual arts, crafts, films, videos, animation and literature for the benefit of the public and in particular community groups, young persons, older people and people with special needs
- 2 Provide or assist in the provision of facilities for the arts, recreation and leisure time occupation with the objective of improving the conditions of life for such persons

Fusion Oxford's Community Arts Agency Limited

Trustees Annual Report for the year ended 31 March 2013 (continued)

Objectives and Activities for the Public Benefit (continued)

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties

Achievements and Performance

Fusion Key Achievements 2012-13

Mission Statement

Fusion Arts is a catalyst for creativity in Oxford, and beyond. Since 1977 we have connected artists with communities, and inspired hundreds of bespoke creative projects

Through the transformational power of the arts, we respond to challenging social circumstances by delivering meaningful and inclusive artistic experiences

Fusion Arts has continued to develop a wide range of projects and initiatives to fulfil our remit and service plan of developing both centre-based activities at our site in East Oxford, as well as off site activities

The key strands of work as recently defined in our current business plan are as follows

- Older People and Isolation
- Young People and Attainment
- Community Cohesion

Fusion operates as a key player for developing and maintaining the physical infrastructure of high quality community arts activities and providing a participatory Arts Development programme for community Artists through training and employment opportunities

Key Outreach projects

The Storymakers – Year 2 of 3 of an acclaimed multi-arts course for primary school children with speech, language and communication difficulties, culminated in an exhibition at the Pitt Rivers Museum and also at Fusion Arts Centre. This project is funded by Children in Need to help make a difference to the lives of these vulnerable children

Inside Out / Outside In – Is a participatory story telling project that aims to reach immigration detainees based in Campsfield House Immigration Removal Centre and diverse community groups in Oxford to build a bridge between the groups through creative channels

Ribbons of Unity – In the absence of Cowley Road Carnival this year, Fusion Arts devised a new project, funded by Awards for All, to keep the name of carnival alive. Community and voluntary groups, schools, local people and families from East Oxford were invited to help create flags, banners and bunting reflecting the diversity of our community, the vast diversity of nationalities from both the Commonwealth and those participating in the Olympics. The decorations were first displayed to greet the Olympic Torch Relay when it passed through Oxford and will now become a community resource to be used for future events like Mela, Carnival and other festivals and celebrations in the area

Verve Tent – We have begun a project with the Pitt Rivers Museum, where Fusion plays a role in furthering their links in to the wider community by creating bespoke textile panels for a workshop tent inspired by items in their collection. We have recently hired artist Anne-Marie Cadman to carry out this work

Fusion Oxford's Community Arts Agency Limited

Trustees Annual Report for the year ended 31 March 2013 (continued)

Achievements and Performance (continued)

Banbury Young Carers – We were commissioned by Banbury Hub to create a bespoke project for young carers over two half terms. We worked with musician and poet Steve Larkin to deliver workshops in lyric writing over the October half-term to write a song with the group called 'I Care'. In February, filmmaker Chris Bradley worked with the young people to animate their song into a film.

Banbury Hub Weekly Art Classes – Banbury Hub also commissioned us to work with their weekly art club members in Spring. Artist Miranda Bence-Jones worked with the young people on a photography project using their images in an installation that was put on display in the Hub foyer.

Bretch Hill Lanterns - This year Fusion Arts returned to work with young people and their families at The Hill Neighbourhood Centre in Breth Hill, Banbury, making Christmas willow lanterns. We offered workshops over three evenings and the lanterns were lit up, to create a beautiful backdrop for the Centre's Community Choir Christmas performance.

Centre-based activities at Fusion Arts

Fusion continues to organise bi-monthly *Pop Up Nights* featuring local musicians and artist's exhibitions, a night that attracts 100+ audience members every other month since it launched in 2011.

Fusion also hosted the East Oxford Taster Exhibition for *Artweeks*, featuring examples of local artists' work from around the area as well as from the onsite Life Drawing group.

Regular on-site groups continue to flourish including well established classes, *Artscape* weekly classes for adults with early onset dementia, *Life Drawing* classes, *Music for under 5s with Nick Cope*, *Dimensions Aerobics*, *Woodcraft Folk*, *African Drumming* and the two Age UK *Movement classes for Over 50s*.

Fusion also welcomed on board new classes this year in African Dance, female Scouts, East Oxford Hub Youth Forum, and Oxford Young Men's Project.

Fusion continues to offer regular *artist surgeries* and *volunteering opportunities* for local community artists.

Fusion was pleased to partner with *Oxford University Career Services* for another Student Consultancy Research project which undertook an 8 week consultation process in to demographic changes in Oxford and how this will affect our work in early 2013.

Financial Review

Reserves

The Board has an established reserves policy with a five year target to build a reserve covering two months' operating costs. In the 2012-2013 financial year it has not been possible to add significantly to the Reserve funds, due to the increasingly harsh funding climate limiting possibilities for securing unrestricted funds. The Board continues to monitor closely the funding position of the organisation in order to make adjustments and take decisions appropriately.

Application of reserves

The Board intends that the Reserve is established and preserved as a fund to ensure business continuity in the event of a temporary funding shortfall or an ultimate decision to wind up operations, requiring a close-down period. However, the Board considers the following applications to be valid uses of funds placed in the Reserve over and above the base level of two months' operating funds.

Fusion Oxford's Community Arts Agency Limited

Trustees Annual Report for the year ended 31 March 2013 (continued)

Financial Review (continued)

- 1) Business Support core support to the business designed to advance its activities or strengthen its resources, including funding of additional resources, human or material
- 2) Development funds small allocations to permit development of new initiatives in the absence of other developmental funds being secured
- 3) Stability reserve further building of the base reserve level, taking into account inflationary pressures on budget and/or the impact of increased staffing or other costs on the two-month operating costs reserve level

In the case of uses being proposed under 1) or 2), the Board will receive, in advance of any commitment being entered into, a costed proposal for consideration, along with indication of method and timing of restoration of any temporary depletion of the base Reserves level

In the case of use under 3), the Board will be advised by the Director, in consultation with the Treasurer, of any amounts drawn down for business continuity purposes, the underlying reasons for this and the plans for restoration of the Reserves to the established level

Future Plans include raising funding for several potential projects

A 12-week accredited programme of music lyric writing and production workshops for young people aged 15-25 years old that have a strong creative entrepreneurial emphasis and strengthen links with the new Early Intervention Hubs We also hope to establish a visual arts equivalent with the scheme of work linked in to two local events, Light Night and Cowley Road Carnival

We also have plans to extend our offering to older people in isolation in an intergenerational multimedia project

Directors

The following persons served as directors throughout the year unless otherwise stated They are also Trustees under charity law, constitute the Members of Council and have no beneficial interest in the charitable company

Mrs Hannah Cervenka (Chair from 11 December 2012)
Mr John Hole (Chair - resigned 11 December 2012)
Ms Allie Butler (co-opted 11 September 2012)
Mr Jim Campbell (co-opted 11 September 2012)
Mr Shamim Gammage (co-opted 11 September 2012)
Ms Judy Hammond
Mr Don Henderson
Mr Sam Henry (co-opted 11 March 2013)
Mrs Amby Hitchcox
Ms Junie James
Ms Pippa Martin (co-opted 11 March 2013)

The Members of Council guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up The total amount of such guarantees at 31 March 2013 was £10 (2012 – £5)

Hannah Cervenka
Chair
9 December 2013

Fusion Oxford's Community Arts Agency Limited**Independent Examiner's Report to the Trustees of
Fusion Oxford's Community Arts Agency Limited**

I report on the accounts of the company for the year ended 31 March 2013 which are set out on pages 7 to 13

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Mr Anthony Haines BSc FCA
Partner
Wenn Townsend, Chartered Accountants
Oxford

9 December 2013

Fusion Oxford's Community Arts Agency Limited
Statement of Financial Activities
(Incorporating an Income and Expenditure Account)

for the year ended 31 March 2013

	Note	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
<u>INCOMING RESOURCES</u>					
Incoming resources from generated funds					
Voluntary income					
- Grants		36,923	-	36,923	36,923
Incoming resources from charitable activities					
- Project income		-	24,777	24,777	56,860
- Programme income		17,086	-	17,086	15,252
- Sundry income		1,656	-	1,656	13
- Donations		40	-	40	1,250
<u>TOTAL INCOMING RESOURCES</u>	2	<u>55,705</u>	<u>24,777</u>	<u>80,482</u>	<u>110,298</u>
<u>RESOURCES EXPENDED</u>					
Charitable activities	3	44,948	29,117	74,065	106,311
Governance costs	3	2,263	-	2,263	1,980
<u>TOTAL RESOURCES EXPENDED</u>		<u>47,211</u>	<u>29,117</u>	<u>76,328</u>	<u>108,291</u>
Net incoming resources/ (resources expended) for the year	4	8,494	(4,340)	4,154	2,007
Transfer		724	(724)	-	-
Net movement in funds		<u>9,218</u>	<u>(5,064)</u>	<u>4,154</u>	<u>2,007</u>
Funds at 1 April 2012		<u>16,497</u>	<u>9,004</u>	<u>25,501</u>	<u>23,494</u>
Funds at 31 March 2013	11	<u>25,715</u>	<u>3,940</u>	<u>29,655</u>	<u>25,501</u>

The notes on pages 9 to 13 form part of these financial statements

Fusion Oxford's Community Arts Agency Limited

Balance Sheet as at 31 March 2013

	Note	2013 £	2012 £
Fixed assets			
Tangible fixed assets	7	341	511
Current assets			
Debtors	8	5,057	1,050
Cash at bank and in hand		30,558	41,405
		<u>35,615</u>	<u>42,455</u>
Creditors' amounts falling due within one year	9	(6,301)	(17,465)
Net current assets		<u>29,314</u>	<u>24,990</u>
Net assets	10	<u>29,655</u>	<u>25,501</u>
Funds			
Unrestricted funds	11	25,715	16,494
Restricted funds	11	3,940	9,007
		<u>29,655</u>	<u>25,501</u>


The directors are satisfied that the company was entitled to exemption section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476

The directors acknowledge their responsibilities for

- i ensuring that the company keeps accounting records which comply with section 336, and
- ii preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company

The financial statements are prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

The financial statements were approved by the Board on 9 December 2013 and signed on its behalf by



Hannah Cervenka
Chairman

Company number: 02089425

The notes on pages 9 to 13 form part of these financial statements

Fusion Oxford's Community Arts Agency Limited

**Notes to the Financial Statements
for the year ended 31 March 2013**

1. Accounting Policies

Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards and the Financial Reporting Standard for Smaller Entities (effective April 2008). They follow the recommendations in Statement of Recommended Practice - Accounting and Reporting by Charities (Revised 2005) and the Companies Act 2006.

Incoming resources

Voluntary income received by way of donations and grants to the charity is included in full in the statement of financial activities when receivable, receipt is reasonably certain, and the amount can be quantified with reasonable accuracy.

Income from legacies is accounted for on a receivable basis, and is recognised in full in the statement of financial activities in the period in which receipt becomes certain.

All other discretionary income is recognised on a receivable basis in the statement of financial activities.

Income generated from the supply of services is included in the statement of financial activities in the period in which the supply is made.

All of the income generated in the year has been derived from activities wholly undertaken in the UK.

Fund accounting

Unrestricted funds are built up from incoming resources received or generated for the charitable purpose. They are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are funds set aside out of unrestricted funds by the Council and applied towards specific purposes as identified by the Council.

Restricted funds are funds used for specified purposes as laid down by the donor. Expenditure meeting the criteria is charged against the fund, together with a fair allocation of overheads and support costs.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of those resources.

Governance costs are those incurred in connection with the administration of the charity regarding compliance with constitutional and statutory requirements.

Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Charity to the expenditure.

Fusion Oxford's Community Arts Agency Limited

Notes to the Financial Statements for the year ended 31 March 2013 (continued)

1. Accounting Policies (continued)

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on fixed assets using the following annual rates in order to write off each asset over its anticipated useful life

Plant and machinery	33% reducing balance
Computer equipment	33% reducing balance

2. Income

In the opinion of the trustees, none of the income of the company is attributable to geographical markets outside the UK (2012 nil)

3. Resources expended

	Furthering Charity £	Support Costs £	Governance Costs £	2013 Total £	2012 Total £
Wages and salaries	24,055	12,020	-	36,075	47,155
Project costs	18,995	-	-	18,995	37,806
Travel and subsistence	610	-	-	610	1,075
Office and workshop	-	12,099	-	12,099	9,770
Telephone charges	-	987	-	987	1,353
Printing, postage and stationery	120	651	-	771	1,305
Advertising and publicity	1,558	-	-	1,558	1,143
Training and subscriptions	400	-	-	400	1,900
Insurance	-	1,582	-	1,582	2,035
Accountancy fees	-	-	2,263	2,263	1,980
Sundry expenses	603	215	-	818	2,518
Depreciation	-	170	-	170	251
	<u>46,341</u>	<u>27,724</u>	<u>2,263</u>	<u>76,328</u>	<u>108,291</u>

Fusion Oxford's Community Arts Agency Limited

**Notes to the Financial Statements
for the year ended 31 March 2013 (continued)**

4. Net (resources expended)/ incoming resources for the year

	2013 £	2012 £
This is stated after charging		
Accountants' fee	1,800	1,680
Depreciation	170	251
	<u>1,970</u>	<u>1,931</u>

The accounts for this year do not include any remuneration to trustees (2012 £nil) for professional services

These accounts do not include any reimbursement of travel expenses incurred by the Trustees (2012 £nil)

5. Staff costs and numbers

	2013 £	2012 £
Salaries and wages - gross	33,818	45,352
Social security costs	2,257	1,803
	<u>36,075</u>	<u>47,155</u>

The average weekly number of employees (full-time equivalent) during the year was as follows

Direct charitable activities	2	2
Management and administration	1	1
	<u>3</u>	<u>3</u>

No employee received emoluments in excess of £60,000 per annum for either 2013 or 2012

6. Taxation

The charity is not in receipt of income chargeable to taxation. All of its income is applied for charitable purposes.

Fusion Oxford's Community Arts Agency Limited

**Notes to the Financial Statements
for the year ended 31 March 2013 (continued)**

7. Tangible fixed assets

	Plant & machinery £	Fixtures & fittings £	Computer equipment £	Total £
Cost				
At 1 April 2012 and at 31 March 2013	4,529	1,123	14,842	20,494
Depreciation				
At 1 April 2012	4,528	1,122	14,333	19,983
Charge for the year	-	-	170	170
At 31 March 2013	4,528	1,122	14,503	20,153
Net book values				
At 31 March 2013	1	1	339	341
At 31 March 2012	1	1	509	511

8. Debtors

	2013 £	2012 £
Trade debtors	5,057	1,050
	5,057	1,050

9. Creditors: amounts falling due within one year

	2013 £	2012 £
Other taxes and social security costs	-	1,271
Accruals and deferred income	5,539	16,194
Other creditors	762	-
	6,301	17,465

Fusion Oxford's Community Arts Agency Limited

Notes to the Financial Statements for the year ended 31 March 2013 (continued)

10 Analysis of net assets between funds

	General Fund £	Restricted Funds £	2013 Total £	2012 Total £
Tangible fixed assets	341	-	341	511
Current assets	28,153	7,462	35,615	42,455
Current liabilities	(2,779)	(3,522)	(6,301)	(17,465)
Net Assets at 31 March 2013	25,715	3,940	29,655	25,501

11. Movement in funds

	Opening balance £	Incoming Resources £	Outgoing Resources £	Transfer £	Closing balance £
Restricted Funds:					
BMW	282	-	-	-	282
I-Cowley	684	-	-	(684)	-
Inside Out Outside In	7,080	1,761	(9,206)	-	(365)
Oxford Extra Arts	918	-	-	(913)	5
Ribbons of Unity	-	7,900	(9,063)	1,163	-
Story Makers	-	9,836	(9,078)	-	758
The Hill	-	1,000	(1,000)	-	-
Young Carers	-	4,030	(770)	-	3,260
Word Up	40	250	-	(290)	-
	<u>9,004</u>	<u>24,777</u>	<u>(29,117)</u>	<u>(724)</u>	<u>3,940</u>
Unrestricted Funds	<u>16,497</u>	<u>55,705</u>	<u>(47,211)</u>	<u>724</u>	<u>25,715</u>
Total Funds	<u>25,501</u>	<u>80,482</u>	<u>(76,328)</u>	<u>-</u>	<u>29,655</u>

Restricted Funds

BMW is funded by Mini Plant Oxford

I-Cowley is funded by the Heritage Lottery Fund

Inside Out Outside In is funded by the Lankelly Chase Foundation and the Tolkien Trust

Oxford Extra Arts is funded by Headington and Isis School's Partnerships

Ribbons of Unity is funded by Awards for All

Story Makers is funded by Children in Need

The Hill is funded by Cherwell District Council

Young Carers is funded by Oxfordshire County Council

Word Up is funded by The Youth Action Team