# REGISTERED COMPANY NUMBER: 03525877 (England and Wales) REGISTERED CHARITY NUMBER: 1107790

# REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 FOR LUTON CARNIVAL ARTS DEVELOPMENT TRUST

FKCA Limited Prospero House 46-48 Rothesay Road Luton Bedfordshire LU1 1QZ



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#### REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2018

TRUSTEES Mr V A P Barrett (resigned 31.5.17)

Mrs M C Holt (resigned 6.5.17)

Mr A W Isles

Mrs L A Kamala (resigned 28.2.18)

Mr R G Renwick Mr H J Walker

Mr E Kelly- Wilson (resigned 8.12.18)

Ms A E Binks

Dr V V Cuffy (appointed 1.2.19)

**REGISTERED OFFICE** 3 St Mary's Road

Luton Bedfordshire LU1 3JA

REGISTERED COMPANY NUMBER 03525877 (England and Wales)

**REGISTERED CHARITY NUMBER** 1107790

AUDITORS FKCA Limited

Prospero House 46-48 Rothesay Road

Luton Bedfordshire LU1 1QZ

**SOLICITORS** Taylor Walton Solicitors

28-44 Alma Street

Luton Bedfordshire LU1 2PL

BANKERS Bank of Scotland

38 St Andrew Square

Edinburgh EH2 2YR

# REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The trustees are pleased to present their annual Trustees' report together with the financial statements of the charity for the year ending 31 March 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

#### **OBJECTIVES AND ACTIVITIES**

#### Objectives, vision and aims

The charitable objectives of Luton Carnival Arts Development Trust (also known as the UK Centre for Carnival Arts - UKCCA), as set out in its memorandum and articles of association, are to advance, promote, encourage and develop public education, appreciation of and participation in carnival arts and the crafts and traditions which serve carnival arts. The Trust has essentially been established to raise the status of carnival arts to a level enjoyed by other art forms.

#### The Vision for the UK Centre for Carnival Arts

Our Vision is to see Carnival universally recognised as a leader of artistic excellence and inclusive cultural expression.

#### The Mission of the UK Centre for Carnival Arts

Our Mission is to achieve our Vision by:

- Championing high quality art that is ambitious, challenging and innovative
- Connecting, inspiring and strengthening the Carnival arts sector across the UK
- Uniting, supporting, developing and sustaining the cultural and artistic infrastructure of Luton.

#### Aims of the UK Centre for Carnival Arts

- To build a more inclusive Carnival arts sector and to position UK Carnival arts as leading the world in quality and inclusivity;
- To support the element of risk and innovation in making excellent art and celebrating ambition and the creative process, as well as the finished product;
- To celebrate, promote and sustain traditional Carnival arts skills and the diverse heritage of Carnival traditions across the UK;
- To embed a culture of philanthropy, fundraising and sustainability in the organisation and to share this learning to strengthen with the wider sector;
- Through developing strategic partnerships across the Carnival sector and between Carnival and other cultural sectors, strengthen and up-skill Carnival arts in the UK; and
- To engage and excite diverse audiences and participants.

#### **Key Funders**

The UKCCA is indebted to its funders and sponsors, who together provide significant and highly valued support for the organisation's activities. The Arts Council of England provides funding to support the Trust's artistic ambitions and development programmes for public benefit. Additional funders and sponsors during the year include Luton Borough Council, London Luton Airport Ltd and Children & The Arts.

Luton Borough Council, East of England Development Agency, European Regional Development Fund, and the Arts Council of England have previously provided a total of £7.2m for the building of the first UK Centre for Carnival Arts.

#### Public benefit

As described above, the objectives of the UKCCA are to advance, promote, encourage and develop public education, appreciation of and participation in carnival arts and the crafts and traditions which serve carnival arts.

By taking a community art form and giving it a wider, regional, national and international audience, the Trust's ambition is to increase opportunities and raise the status of community-based Carnival groups.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. In setting the level of fees and charges for its activities and events the trust gives careful consideration to accessibility for those on low income.

### REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2018

#### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

Overview

During 2017/18 the UKCCA continued to thrive as an arts centre, attracting many visitors. We continued to produce and promote high quality and excellent art, using Carnival Arts as the vehicle. This year UKCCA again was fully responsible for the management, production and artistic development of Luton International Carnival. We support the carnival sector through artistic commissions, master classes for artists, and by providing carnival groups and artists around the country with help to develop their project funding applications. UKCCA's community programme delivered more than sessions and created learning opportunities. The creative learning programme delivered learning opportunities for young people.

#### **Luton International Carnival 2017**

This was the third year that the UKCCA was responsible for the complete management of Luton International Carnival. The theme "Celebrate the World" encouraged diverse communities to join carnival.

The event was held against the background of heightened security as a result of the extremist bombings in Manchester the week before the event. Nevertheless, UKCCA worked closely with the security and 'blue light' agencies to ensure that the event went ahead and provided a powerful example of the diverse community in Luton celebrating together. Some international participants did not travel to the UK to participate and three schools withdrew as a result of the national threat level. The events in Manchester also caused a reduction in the audience that attended the event on 28th May 2017. The production went smoothly, and was attended by a wide cross-section of the community. The continuing influence of UKCCA's Artistic Director, the renowned carnival artist Clary Salandy MBE, was evident through the increased quality of the art displayed and active curating of the artistic performances.

#### Supporting Artists & Commissioning

To encourage designers, UKCCA commissioned two artists, Emma Garofalo created a spectacular Queen and assisted in making a giant fireman's hat for the Fire Service. Her Queen won 1st place at the East Midlands Queen show and performed at Notting Hill Carnival. David Grant (aged 82), was commissioned to create a king. His commission will span both years of the project with a performance of his established repertoire in 2017 and a new costume in 2018.

As part of our aim to encourage the creation of floats, a regional arts organisation, Festive Road, were commissioned to work with the Revellers Steel band to produce a beautiful float themed "Around the world in 80 days" using hot air balloon characteristics to inform the design.

#### Discovering & Nurturing new talent

UKCCA mentored - three young designers & makers, Amara Thompson who created 30 costumes, a Queen costume and delivered workshops in schools. Chantier Irish Downs produced seven costumes for his new group and Klaudia Kulakiewicz our polish designer produced one large puppet costume and 5 smaller costumes.

Work Experience Placements - thirty students developed new skills.

#### Master Classes and Community Workshops

The numbers of master classes for skilled and emerging artists were increased to three days instead of two, in order to cater for the demand and increased participation. The classes focused on working with foam, fabric painting, and structures. Forty-five people attended.

Community making sessions, termed Mas camp started in March 2017, ended at carnival. On average fifty persons attended per weekend creating costumes and rehearsing for the parade. These Master classes and community workshops were led by leading national and international artists, including Clary Salandy, Hughbon Condor, Steve Hoyte and Festive Road.

#### School workshops

Thirteen schools participated

The Police, Fire service, Football Club and Kadam collaborated with schools.

Start programme six CPD sessions.

#### Charitable activities

- To deliver a wide ranging youth engagement programme which inspired young people to learn and celebrate Carnival arts.
- To showcase the work of leading national and international Carnival arts organisations, plus at least 30 local Carnival artists and 1,000 performers on Carnival Day.
- To recognise and reward participants' achievements at the Carnival Awards event.

### REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2018

#### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

The UKCCA's engagement figures for children and young people were impressive, with many learning opportunities delivered through our youth engagement programme, which included school workshops, work placement schemes and drop-in sessions for children and families in The Mall, Luton's main shopping centre.

The school workshops were delivered either at the schools or at the centre, enabling young people to experience a wide range of carnival arts activities, from steel pan playing to headdress making. Leading professional carnival artists were engaged to deliver the workshops, ensuring that the children had a first-class experience.

During the year the UKCCA continued to delivered a range of activities as part of the Children & The Arts "Start" programme, which provides opportunities for disadvantaged young people to engage with their local cultural venue. Funding from Children & The Arts will support this programme over a 4-year period from 2015 to 2019, during which the UKCCA will work with more than 600 children from a range of Luton primary and secondary schools.

Work placements were provided for a number of students from Barnfield College, and a number of local schools who attended the UKCCA's arts based work experience programmes.

#### **Community Programmes**

UKCCA nourished new talent through its Community Programmes in steelpan, salsa and soca dance courses. The UKCCA delivered 254 sessions resulting in 5,290 learning opportunities through its community engagement programme.

#### Support for the Carnival Sector

The UKCCA continued to work closely with local carnival artists and Mas bands which together form the Luton Association of Mas (LAM), comprising nine independent community groups representing a wide range of Luton's diverse communities. Support for LAM includes discounted venue hire rates at the centre, the annual Mas Camp, artistic and technical resources to facilitate costume construction, and provision of materials.

# REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2018

#### FINANCIAL REVIEW

#### **Financial Review**

One of UKCCA's main priorities for 2017/18 was to ensure that the organisation maintained the necessary reserves and cash reserves to attract future funding. The organisation was restructured to enable UKCCA's core expenditure to be kept within future available resources. By streamlining the artistic programme and by prioritising events most in line with the UKCCA's aims and objectives, the organisation has ended the year with a deficit of £321,196 (2017:£330,316) on its reserves.

The Board are confident that the unrestricted reserves of £65,505 (2017:£128,298) and cash reserves of £55,574 (2017:£194,974) are robust enough to attract new funding.

To give a full picture of the resources expended the charitable expenditure has been reported against The Luton International Carnival 2017, creative learning, the artistic programme, and trading activities.

Support costs were allocated by square metre, number of staff (equivalent bodies) and time usage of the centre. In previous years the running costs of the centre have been apportioned by staff equivalent bodies and square footage. However the Trustees are of the opinion that by apportioning these costs in this way the accounts reflect a more accurate picture of how resources have been utilised against activity. A total of £253,529 (2017: £327,911) support costs were allocated to charitable and trading activities.

The main income streams generated by trading activities were £136,242 (2017: £131,660) venue hire and £85,704 (2017: £64,571) bars and catering. The accounts reflect a gross gain on these operations. The Board made the strategic decision that the UKCCA would remain an arts venue based organisation and therefore the majority of the support costs apportioned to the trading activities would be incurred whether or not the trading activities had taken place.

#### **Incoming Resources and Resources Expended**

Incoming resources from all sources including bank interest and sundry income was £399,827 (2017:£534,668). Resources expended during the year totalled £721,023 (2017:£864,984).

#### Material intangible incoming resources

During the year, numerous volunteers gave some of their time to the charity. As there was no financial cost to any third party, this intangible (in-kind) income has not been included in the Statement of Financial Activities.

#### Principal funding sources

During the year London Luton Airport gave a donation of £46,000 and provided £100,000 sponsorship for the Luton Carnival.

#### **Investment policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term, so there are few funds for long term investment. Grants received in advance are deposited in a high interest account to maximise return on these funds.

#### Reserves policy

The Management Committee has examined the charity's requirements and feels it would be prudent to keep the minimum level of the general reserves at the equivalent of three months operating costs to protect the trust against delays in receiving grants and the possible reduction in income streams. Reserves are currently not at the desired level and the trustees are working hard in order to rebuild th level of reserves.

By the time a community project is completed its restricted reserves should be nil. All project expenditure is budgeted for the whole of the project and then by financial year and any income received in advance is brought forward in reserves to cover future year's expenditure.

The charity also receives grants for the purchase of fixed assets which are depreciated over their estimated useful lives. The trustees have created a designated fund to reflect the book value of assets. This fund is used to fund future depreciation charges over the estimated useful life of the asset.

The levels of reserves will be recalculated and reviewed by the trustees annually.

# REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2018

#### **FUTURE PLANS**

#### Overview

The organisation has restructured its staffing group to ensure its financial stability. Key members of staff involved in the artistic vision, management and income generation functions have been retained, and the UKCCA's Chair continues to provide the Executive Management function in a voluntary capacity. Project and event staff are engaged on a project or event basis and this expand/contract staff group has given the organisation the flexibility to deliver its aims and objectives within the resources now available. The senior management team has been established consisting of the Artistic Director, Venue & Business Manager, Learning & Participation Manager and Fundraiser. This emerging team, with the support of the Chair, make the operational decisions for the organisation.

UKCCA has been successful in its application to join the Arts Council England National Portfolio. This provides £150k funding, each year for four years 2018 - 2022. This additional funding will enable the organisation to recruit a senior Executive Manager and additional staff to enhance the learning and participation and diversity offerings of the organisation. Following a handover during 2018/19, the Chair will relinquish the executive role and return to governance of the organisation.

The board recognises the need to refresh the board of trustees. This will commence with the recruitment of a number of trustees during 2018/19.

The UKCCA will maintain and develop our established and productive partnerships with Luton Borough Council, London Luton Airport, EMCCAN, CAMF, St Paul's Carnival, the New Carnival Company, Rotherham & Sheffield Carnivals, Mahogany, Rampage Mas CIC, ACE, University of Bedfordshire, Luton Music Service, Luton Culture, Revolution Arts, Luton BID, HLF, NHS and numerous schools and colleges. We will continue to develop artistic content, educational potential, preservation and sharing of Carnival traditions and income generation from our key programme areas. This will run in tandem with our ability to generate commercial income through the use of our venue. This multiple-streamed approach ensures a stronger and a more secure future for the organisation in an economic climate where central government cutbacks and social impact evidencing are shaping the future of the funding landscape for arts organisations and charities. The changes provide opportunities as well as challenges for the organisation. Our approach includes:

#### Values-led Programming

A values-based approach to planning has been embedded in the organisation since late 2013/14, living and breathing our values of integrity, ambition and inspiration, inclusivity and creative excellence. Our values are shaping the charity's future, leading us to focus and develop work only where there are clear synergies between our values and those of stakeholders.

#### **Luton International Carnival**

The Carnival has become the central plank of the organisation's Artistic Programme, based around Luton's more than 40 year tradition of Luton International Carnival, with which UK Centre for Carnival Arts has been deeply involved since the inception of our organisation. As sole producers of the event since autumn 2013, we have secured significant repeat corporate sponsorship and unrestricted local authority donations for the coming year, plus other regular trading income from Luton International Carnival. This annual, landmark event, which kicks off the summer carnival season in the UK, will continue to be the showcasing platform for new art developed in our purpose-built carnival spaces at the centre, via artist residencies, master classes, Mas Camp, workshops and young people's programmes.

#### **Enterprises**

We have established and grown a successful trading arm since 2009 - Enterprises. Profits from trading activities increased steadily since May 2012. The increase is mainly due to increased rental income as the Centre has become established as a 'prime rental venue' in Luton. Our detailed commercial business plan strategy has been researched and produced to ensure profit targets are met and a strategic approach is taken to achieving the best possible income return, whilst increasing usage and access to all, as reflected in the budgets. The rate of hire charge is based upon four-tiered pricing: Commercial, Partnership, Community and a special Carnival Artists' discount rate.

In 2017/18 the venue & events team was enhanced in order to aggressively increase our growing enterprises income streams. These focus on venue hire by arts organisations, musicians, arts facilitators, corporate conferences, weddings, events promoters, office space hire, virtual office services, and community group usage. As well as income from ticket sales to our main artistic programme events and classes, we aim to increase income through hires for meetings and conferences.

# REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2018

#### **Arts Projects**

Arts projects will be funded on a project-by-project basis. We will be approaching a wide variety of trusts, foundations and statutory funders for national, regional and local arts activities based at the Centre itself as well as outreach work, ensuring audience development and artist development is always embedded in our arts projects. These projects are full cost recovery modelled; they ensure partnership investment and are supported by expand-contract staffing. While there will be a smaller programme than in the past, through fewer but higher quality arts events we can grow the organisation's programme from modest roots to something that attracts increased investment in the future while maintaining our links with the local and regional carnival arts scene, and nurturing one or two national projects in partnership with other arts organisation.

We will also be further exploring the opportunities for commercially funded artist projects which enable us to showcase carnival arts for a commercial return.

#### **Social Impact**

We will further develop our established systems of evidencing the impact of our work on beneficiaries, as established in 2013/14 with our local authority, and trust funders such as Your Way Your Say. Our stronger Social Impact Model approach to projects and fundraising ensures our work is informed by a need and opportunity analysis and maintains good relationships with trust and foundations and the local authority.

#### **Creative Learning**

The creative learning programme will continue to provide arts education opportunities through school workshops, work placement schemes, and other youth engagement initiatives, focussing on the development of young people and the artists of the future.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a charitable company limited by guarantee, incorporated on 12th March 1998 and registered as a charity on 25th January 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.00.

#### Recruitment and appointment of new trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

All Trustees of the company are also directors of the charity and there are no other directors. Trustees at the date of this report are listed on the opening page. There are currently five Trustees. On appointment each Trustee signs a code of conduct and completes a register of interests. The latter is renewed annually. Trustees are given a copy of Trustees' Handbook on appointment that includes the M&A of association, policies and procedures. At the annual general meeting one third of the directors shall retire from office but are eligible for re-election. The Trustees are elected by the members at the annual general meeting.

# REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2018

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Organisational structure

The management of the charity is the responsibility of the Trustees. The Trustees appoint the Chief Executive Officer (CEO) who is responsible for planning and developing the services and strategies of LCADT within clear policies and protocols set by the Trustees. The CEO sits on the management committee but has no voting rights; they also lead on the day to day management of the organisation.

The Board have three subcommittees; Finance & Facilities, Fundraising & Sponsorship and Artistic, Creative Learning & Marketing. The Sub Committees meet on quarterly bases and do not have the authority to ratify proposals but make recommendations to The Board of Trustees, which also meet on a quarterly basis. Sub-committee meetings are currently subsumed into the board meeting.

Our structure provides for three heads of department who report to the CEO, the Head of Finance & Resources who is responsible for the Trust's Accounting and Financial management systems as well as IT, HR, Administration and Community Projects; the Business Centre Manager who is responsible for Trading activities and Facility management and the Artistic Director who is responsible for the trust's Artistic Programme. During the year the role of CEO was fulfilled by Hopeton Walker, who also took responsibility for Finance & Resources.

#### Induction and training of new trustees

The Trustees are provided with an induction training pack on appointment. Trustees are expected to familiarise themselves with the Business Plan of the Trust, the Staff Handbook and Artistic aims and objectives.

#### Related parties

The Chair of Trustees, Hopeton Walker, is currently the acting CEO of the UKCCA, in an unpaid voluntary capacity. The Board would like to express its thanks to Hopeton for the significant amount of time and effort he devotes to the management and leadership of the organisation.

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The loss of UKCCA's NPO funding after March 2015 required the Board to review the current risks of the organisation. The main risk identified was the failure to ensure that the organisation was at the best position possible to ensure its financial stability.

The Board put in place a number of strategies to mitigate this risk, and has continued to pursue these strategies during 2015/16. This includes ensuring that resources were made available to facilitate the necessary organisational restructuring. In addition, the organisation continues to focus on maximising enterprise profits by concentrating on venue hire opportunities - a key component in ensuring the sustainability of the UKCCA.

### REPORT OF THE TRUSTEES for the Year Ended 31 MARCH 2018

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Luton Carnival Arts Development Trust for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by order of the board of trustees on 22 February 2019 and signed on its behalf by:

Mr H J Walker - Trustee

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF LUTON CARNIVAL ARTS DEVELOPMENT TRUST

#### **Opinion**

We have audited the financial statements of Luton Carnival Arts Development Trust (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF LUTON CARNIVAL ARTS DEVELOPMENT TRUST

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

#### Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

#### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Tara Aldwin ACA (Senior Statutory Auditor)

for and on behalf of FKCA Limited

Prospero House

46-48 Rothesay Road

Luton

Bedfordshire

LU1 10Z

Date: 27 February 2019

# STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 MARCH 2018

		Unrestricted	Restricted	Designated	2018 Total funds	2017 Total funds
	Not	funds £	funds £	Funds £	£	£
INCOME AND	es					
ENDOWMENTS FROM Donations and legacies	2	62,747	6,230	-	68,977	211,216
Other trading and sponsorship activities	3	221,739	109,093		330,832	323,399
Investment income	4	18			18	53
Total		284,504	115,323	. <del>-</del>	399,827	534,668
EVDENDITUDE ON						
EXPENDITURE ON Raising funds Charitable activities	5	20,359	50	-	20,409	17,464
Luton International Carnival	0	18,969	164,343	26,039	209,351	240,965
Creative Learning Artistic Programme		21,362 49,805	26,069	30,991 90,300	78,422 140,105	46,456 284,039
Trading Activities		204,969	10,697	57,070	272,736	276,060
Total		315,464	201,159	204,400	721,023	864,984
NET					<del>,</del>	
INCOME/(EXPENDITURE)		(30,960)	(85,836)	(204,400)	(321,196)	(330,316)
Transfers between funds	16	(31,834)	31,834			
				•		
Net movement in funds		(62,794)	(54,002)	(204,400)	(321,196)	(330,316)
RECONCILIATION OF FUNDS						
Total funds brought forward		128,298	70,111	5,189,625	5,388,034	5,718,350
TOTAL FUNDS CARRIED FORWARD		65 501	16 100	4 005 225	5 066 020	5 200 N2 A
FURWARU		65,504	16,109	4,985,225	5,066,838	5,388,034

#### BALANCE SHEET AT 31 MARCH 2018

					2018	2017
		Unrestricted	Restricted	Designated	Total funds	Total funds
	Not	funds £	funds £	Funds £	£	£
	es	*	2	~	<b></b>	2
FIXED ASSETS						
Tangible assets	12	6,625	-	4,985,889	4,992,514	5,198,387
Investments	13	1	<del>-</del>		1	l
		6,626	-	4,985,889	4,992,515	5,198,388
CURRENT ASSETS						
Debtors	14	56,972	8,908	1	65,881	79,669
Cash at bank and in hand		48,374	7,200		55,574	194,974
		105,346	16,108	1	121,455	274,643
CREDITORS Amounts falling due within one						
year	15	(46,467)	<del>-</del>	(665)	(47,132)	(84,997)
NET CURRENT ASSETS		58,879	16,108	(664)	74,323	189,646
TOTAL ASSETS LESS						
CURRENT LIABILITIES		65,505	16,108	4,985,225	5,066,838	5,388,034
NET ASSETS		65,505	16,108	4,985,225	5,066,838	5,388,034
FUNDS	16					
Unrestricted funds Restricted funds					65,505 5,001,333	128,298 5,259,736
TOTAL FUNDS					5,066,838	5,388,034

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 22 February 2019 and were signed on its behalf by:

Trustee

Mr H J Walker -Trustee

# CASH FLOW STATEMENT for the Year Ended 31 MARCH 2018

	Notes	2018 £	2017 £
Cash flows from operating activities: Cash generated from operations	1	(138,747)	(104,237)
Net cash provided by (used in) operating activities		(138,747)	(104,237)
Cash flows from investing activities: Purchase of tangible fixed assets Interest received  Net cash provided by (used in) investing activities		(671) 18 (653)	(2,320) 53 (2,267)
Change in cash and cash equivalents in the reporting period	~£	(139,400)	(106,504)
Cash and cash equivalents at the beginning of the reporting period	υI	194,974	301,478
Cash and cash equivalents at the end of the reporting period		55,574	194,974

# NOTES TO THE CASH FLOW STATEMENT for the Year Ended 31 MARCH 2018

#### RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM 1. **OPERATING ACTIVITIES** 2017 2018 £ £ Net income/(expenditure) for the reporting period (as per the statement (330,316) of financial activities) (321,196)Adjustments for: 206,544 210,689 Depreciation charges Interest received (18)(53) 13,788 18,666 Decrease in debtors (37,865) (3,223)Decrease in creditors (104,237) Net cash provided by (used in) operating activities (138,747)

#### NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 MARCH 2018

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements and consolidation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

The trustees have considered the implications of potential cuts to funding and are satisfied that the retained reserves will be sufficient to support the charity in the event of a reduction in incoming resources until alternative funding is available.

In addition to this, the flat roof on the main performance area has deteriorated due to condensation on its lower surface giving rise to the need to replace part of the outer area with a sloping roof. Whilst this is not an issue at present, it could result in the closure of the performance area should it worsen. The Trustees do not feel this would cause a material uncertainty over the going concern of the charity.

With the above in mind, the going concern basis has been adopted and the Trustees are satisfied that the charity will continue providing services for at least 12 months.

The wholly owned subsidiary was dormant for the year ended 31 March 2018 and for the prior year. On this basis consolidated accounts are not prepared.

The presentational currency is sterling (£).

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. All incoming resources are stated net of VAT where applicable.

Government grants received in respect of revenue items are included in the Statement of Financial Activities in the period to which the relevant expenditure relates.

Voluntary income is received by way of grants and gifts in kind and is included in full in the Statement of Financial Activities when receivable.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2018

#### 1. ACCOUNTING POLICIES - continued

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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 resources.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### Charitable activities

Charitable expenditure comprises of those costs incurred by the charity in the delivery of its activities and services for the beneficiaries. It includes both costs that can be allocated directly to such activities and those of an indirect nature to support them.

#### Allocation of overhead and support costs

Support costs are allocated on the following basis:

Building running costs - Square metre between office and centre overheads

Centre overheads - Time usage of centre

Organisation costs

- Number of staff (equivalent bodies)

Office Costs

- Number of staff (equivalent bodies)

Support Staff - Allocated on time

Governance - Number of staff (equivalent bodies)

#### Tangible fixed assets

All assets costing more than £250 capitalised and all assets are valued at historic cost.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Leasehold Land - 100 years Straight Line
Leasehold Building - 50 years Straight Line
Plant & Machinery - 10 years Straight Line
Fixtures & Fittings - 4 years Straight Line

All expenditure for the building of the national centre is capitalised from the capital projects.

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The charity also received grants for the purchase of fixed assets which are depreciated over their estimated useful lives. The trustees have created a designated fund to reflect the book value of assets. This fund is used to fund future depreciation charges over the estimated useful life of the assets.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2018

#### 2. DONATIONS AND LEGACIES

	Grants		2018 £ 68,977	2017 £ 211,216
3.	OTHER TRADING AND SPONSORSHIP ACTIVITIES			
	Bar & Catering & Vending Machine Income Hire Fees Co-Promotion ticket sales & Box office charges London Luton Airport Stall Hire at Artistic Events		2018 £ 85,704 136,242 1,755 100,708 6,423 330,832	2017 £ 64,571 131,660 1,179 100,000 25,989 323,399
4.	INVESTMENT INCOME			
	Deposit account interest		2018 £ 18	2017 £ 53
5.	RAISING FUNDS			
	Other trading activities			
	Purchases		2018 £ 20,409	2017 £ 
6.	CHARITABLE ACTIVITIES COSTS			
	Luton International Carnival Creative Learning Artistic Programme Trading Activities	£ 170,185 44,741 95,697 136,402	Support costs (See note 7) £ 39,166 33,681 44,408 136,334	Totals  £ 209,351 78,422 140,105 272,736
		447,025	253,589	700,614

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2018

#### 7. SUPPORT COSTS

	(	Organisation		
	Overheads	Costs	Office Costs	Totals
	£	£	£	£
Luton International Carnival	15,179	21,150	2,837	39,166
Creative Learning	10,601	21,746	1,334	33,681
Artistic Programme	30,892	10,182	3,334	44,408
Trading Activities	36,102	72,899	27,333	136,334
	92,774	125,977	34,838	253,589

#### 8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation - owned assets	206,544	210,690
Auditors' remuneration	5,350	5,250

#### 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

#### Trustees' expenses

During the year expenses were reimbursed to one trustee (2017: one) totalling £5,373 (2017: £4,576).

#### 10. STAFF COSTS

Wages and salaries	2018 £ 77,490	2017 £ 44,740
The average monthly number of employees during the year was as follows:		
	2018	2017

No employees received emoluments in excess of £60,000.

#### 11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Designated Funds £	Total funds
INCOME AND ENDOWMENTS FROM				
Donations and legacies	50,993	160,223	-	211,216
Other trading and sponsorship activities Investment income	221,892 53	101,507		323,399 53
Total	272,938	261,730	-	534,668
	Page 19			

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2018

11	COMPADATIVES FOR THE STATEMEN	T OF FINANCI.	A.E. A.C.T.1377TT	TC4:	•
11.	COMPARATIVES FOR THE STATEMEN	Unrestricted funds	Restricted funds	Designated Funds	Total funds
		£	£	£	£
	EXPENDITURE ON				
	Raising funds Charitable activities	17,464	-	-	17,464
	Luton International Carnival Creative Learning	24,774 20,308	216,191 26,148	-	240,965 46,456
	Artistic Programme Trading Activities	72,395 276,060	955	210,689	284,039 276,060
	Total	411,001	243,294	210,689	864,984
	NET INCOME/(EXPENDITURE)	(138,063)	18,436	(210,689)	(330,316)
	Transfers between funds	(1,070)	1,070	<del>-</del>	
	Net movement in funds	(139,133)	19,506	(210,689)	(330,316)
	RECONCILIATION OF FUNDS				
	Total funds brought forward	267,430	50,605	5,400,315	5,718,350
	TOTAL FUNDS CARRIED FORWARD	128,297	70,111	5,189,626	5,388,034
12.	TANGIBLE FIXED ASSETS				
		Freehold property £	Plant and machinery £	Fixtures and fittings £	Totals £
	COST At 1 April 2017	5,806,762	918,943	582,604	7,308,309
	Additions			671	671
	At 31 March 2018	_5,806,762	918,943	583,275	7,308,980
	<b>DEPRECIATION</b> At 1 April 2017	891,057	640,999	577,866	2,109,922
	Charge for year	112,136	92,265	2,143	206,544
	At 31 March 2018	1,003,193	733,264	580,009	2,316,466
	NET BOOK VALUE At 31 March 2018	4,803,569	185,679	3,266	4,992,514
	At 31 March 2017	4,915,705	277,944	4,738	5,198,387
	At 31 March 2017	4,915,705	2//,944	4,/38	5,198,387

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2018

#### 12. TANGIBLE FIXED ASSETS - continued

The funding agreement dated 17 September 2004 and the grant agreement dated 16 May 2007, as varied by a deed of variation dated 8 January 2007, as further varied by a deed of variation dated 4 November 2008 and as further varied by a deed of variation dated 28 January 2011 are secured by a legal mortgage by way of a fixed charge over all present and future estates, interests, rights and benefits belonging to or enuring to the company under the terms of any lease granted in respect of the freehold property; and by way of a fixed charge over all buildings and other structures on, and items fixed to the freehold property.

The funding agreement dated 8 January 2007 as varied by a deed of variation dated 25 March 2008 is secured with a fixed legal and equitable charge over all present and future rights, title and interest in, to and under the freehold property.

#### 13. FIXED ASSET INVESTMENTS

14.

			Shares in group undertakings
MARKET VALUE At 1 April 2017 and 31 March 2018			1
NET BOOK VALUE At 31 March 2018			1
At 31 March 2017			1
There were no investment assets outside the UK.			
The company's investments at the balance sheet date in	the share capital of com	panies include the	following:
UKCCA Enterprises & Events Limited Nature of business: Dormant			
Class of share:	% h-14:		
Ordinary	holding 100		
		2018 £	2017 £
Aggregate capital and reserves		1	1
DEBTORS: AMOUNTS FALLING DUE WITHIN	ONE YEAR		
		2018 £	2017 £
Trade debtors		49,192	69,542
VAT Prepayments and accrued income		327 16,362	10,127
•		65,881	79,669

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2018

#### 15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	•			2018	2017
				£	£
	Trade creditors			27,729	63,116
	Social security and other taxes			1,640	2,180
	VAT			-	321
	Other creditors			8,265	8,265
	Accruals and deferred income			_9,498	11,115
	·			47 122	94.007
				<u>47,132</u>	<u>84,997</u>
16.	MOVEMENT IN FUNDS				
			Net movement	Transfers	
		At 1.4.17		between funds	At 31.3.18
	The control of all from Ja	£	£	£	£
	Unrestricted funds General fund	20,743	(30,959)	75,721	65,505
	Future Depreciation charges	107,555	(30,939)	(107,555)	03,303
	Future Depreciation charges	107,333		(107,333)	<del>_</del>
		128,298	(30,959)	(31,834)	65,505
		110,110	(5,5,5,7)	(	,
	Restricted funds				
	Business Development Unit	7,200	-	-	7,200
	Future depreciation charges	5,189,625	(204,400)	-	4,985,225
	Your Say your Way - Carnival Costume Band	1,795	(1,795)	<u>-</u>	-
	Creative Learning	8,985	(27,017)	18,032	-
	LIC Restricted 2017 and 2018	52,131	(57,025)	13,802	8,908
		5,259,736	(290,237)	31,834	5,001,333
		3,239,730	(290,237)	31,034	3,001,333
	TOTAL FUNDS	5,388,034	(321,196)	-	5,066,838
	Net movement in funds, included in the above ar	e as follows:			
			Incoming	Resources	Movement in
			resources	expended	funds
			£	£	£
	Unrestricted funds		~	~	~
	General fund		284,504	(315,463)	(30,959)
	Restricted funds			(4 <b>5</b> 0 5)	(4 <b>5</b> 0 5)
	Your Say your Way - Carnival Costume Band		7.052	(1,795)	(1,795)
	Creative Learning		7,953	(34,970)	(27,017)
	LIC Restricted 2017 and 2018		107,370	(164,395)	(57,025)
	Future depreciation charges			<u>(204,400</u> )	<u>(204,400</u> )
			115,323	(405,560)	(290,237)
			110,020	(100,000)	(=> 0,=0 / )
	TOTAL FUNDS		399,827	<u>(721,023</u> )	(321,196)
					<del> </del>

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 MARCH 2018

#### 16. MOVEMENT IN FUNDS - continued

Comparatives for	movement	in	funds
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Comparatives for movement in funds	At 1.4.16	Net movement in funds £	Transfers between funds £	At 31.3.17
Unrestricted Funds				
General fund	159,875	(138,062)	(1,070)	20,743
Future Depreciation charges	107,555		-	107,555
	267,430	(138,062)	(1,070)	128,298
Restricted Funds				
Business Development Unit	7,200	-	-	7,200
Future depreciation charges	5,400,315	(210,689)	-	5,189,626
Your Say your Way - Carnival Costume Band	1,500	294	-	1,794
Creative Learning	16,207	(7,222)	-	8,985
LIC Restricted 2016	25,698	(40,917)	15,219	-
LIC Restricted 2017 and 2018		66,280	(14,149)	52,131
	5,450,920	(192,254)	1,070	5,259,736
TOTAL FUNDS	5,718,350	(330,316)		5,388,034

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	272,938	(411,000)	(138,062)
Restricted funds			
Your Say your Way - Carnival Costume Band	1,249	(955)	294
Creative Learning	18,926	(26,148)	(7,222)
LIC Restricted 2016	149,355	(190,272)	(40,917)
LIC Restricted 2017 and 2018	92,200	(25,920)	66,280
Future depreciation charges		<u>(210,689</u> )	(210,689)
	261,730	(453,984)	(192,254)
TOTAL FUNDS	534,668	<u>(864,984</u> )	<u>(330,316</u> )

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

#### 18. ULTIMATE CONTROLLING PARTY

The ultimate controlling party is the Board of Trustees.