

Company Registered Number: 4180683  
Registered Charity Number: 1088808

**NORWICH INTERNATIONAL ANIMATION FESTIVAL**  
(A Company limited by guarantee)  
**ANNUAL REPORT AND ACCOUNTS**  
**YEAR ENDED 31st MARCH 2009**

**Festival Director**

Adam Pugh

**Principal address**

Norwich University College of the Arts  
Francis House  
3-7 Redwell Street  
Norwich  
Norfolk  
NR2 4SN

**Registered office**

Norwich University College of the Arts  
Francis House  
3-7 Redwell Street  
Norwich  
Norfolk  
NR2 4SN

**Bankers**

Co-Operative Bank plc  
1 Balloon Street  
Manchester



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COMPANIES HOUSE

**NORWICH INTERNATIONAL ANIMATION FESTIVAL**  
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**REPORT OF THE DIRECTORS**

The trustees are pleased to present their annual report with the accounts of the Company for the year ended 31 March 2009.

**Directors and trustees**

The directors of the charitable company (the charity) are its trustees and for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year end were as follows:

Norwich University College of the Arts nominated:	S. Willmoth (resigned 12 Sept 2008) K. Bartlett (appointed 12 Sept 2008)
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Elected Trustees:	S. Belderbos
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**Structure, Governance and Management**

Norwich International Animation Festival is a company limited by guarantee governed by its Memorandum and Articles of Association dated 15<sup>th</sup> March 2001. It is registered as a charity with the Charity Commission. There are currently two members of the company each of whom agrees to contribute £1 in the event of the charity winding up.

**Appointment and training of trustees**

The Articles of Association allow the trustees to appoint or co-opt additional trustees as appropriate. When selecting trustees regard is given to the specialist skills that are needed by the charity and what each additional trustee might be able to offer.

New trustees are briefed on their legal obligations under charity and company law and the content of the Memorandum and Articles of association of the company.

**Organisation**

The charity has a close relationship with Norwich University College of the Arts (formerly called Norwich School of Art and Design), a Higher Education Establishment that shares the charity's passion for education. Norwich University College of the Arts supports the charity by providing free office space and core funding in support of the animation programme in Norwich. The College has nominated a trustee who also acts as chairman of the charity.

**Risk management**

The trustees have a commitment to risk management and annually review the risks the charity may encounter. Systems to ensure, for example, prudent financial control, have been put in place and are reviewed regularly. Regular review of the charity finances by trustees is a key feature of the management of financial risk. Non-financial risks are continuously monitored by the Festival Director who reports any findings together with recommendations to nullify these to the trustees.

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**REPORT OF THE DIRECTORS**

**Objects and Activities**

The objects of the charity are:

- To advance the education of the public in the arts and to promote, maintain, improve and advance the arts, in particular the art of moving image, in the city of Norwich and the surrounding area.
- In furtherance of the above objective, the charity organises a yearly animation festival that is unique in the UK for its firm art focus, intellectual rigour and the calibre of its guests and supporters.

**History and Achievements**

Norwich International Animation Festival was conceived in 2000 as FAN Festival and ran for three editions 2000, 2001 and 2003. Additional core funding was gained and a new Festival Director and support staff were appointed in 2005. Having relaunched with a new title and different artistic focus the festival quickly established itself as a major new voice on the festival circuit.

Most UK film and animation festivals focus on the industry itself and on technique and technology. With a national audience which is already split between too many events, the festival has positioned itself as distinct by its commitment to art, to independent work and to meaning and content over technique alone – and, crucially, to a deliberately broad view of what animation is, and what it might be capable of in future.

In 2008 the Festival was entitled Infinite Measure and explored both physical and philosophical measures, looking at uncertainty and impermanence, divisions of time and the moment in the moving image.

2009 will be the final year of the festival.

**Financial review**

The results of the Company are set out in the Statement of Financial Activities on page 4, together with the Balance Sheet and associated notes.

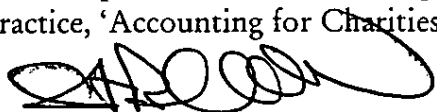
**Grants**

The Company received grants during the year, as detailed in note 2 to the accounts.

**Reserves**

It is the policy of the directors to retain a positive reserves balance, and this has been achieved throughout the year.

The above report and the accounts have been prepared in accordance with the provisions of the Companies Act 2006 relating to small companies, and the Statement of Recommended Practice, 'Accounting for Charities'.



Mr S Belderbos  
Company Secretary

6 January 2010

**NORWICH INTERNATIONAL ANIMATION FESTIVAL**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
**Year ended 31 March 2009**

<b>Income</b>	<b>Note</b>	<b>Year ended 31 March 2009</b>	<b>Year ended 31 March 2008</b>
Grants	2	43,291.25	73,340.00
Sponsorship	3	3,000.00	1,000.00
Festival income		8,914.47	13,182.74
Other income		137.34	387.12
Total incoming resources available for charitable application		55,343.06	87,909.86
<b>Expenses</b>			
Festival running costs	4	43,681.96	62,749.69
Marketing and publicity costs		6,534.54	23,279.64
Staffing costs	5	1,869.47	4,360.72
Overhead costs	6	4,205.96	931.89
Total expenditure		56,291.93	91,321.94
Net (deficit) for the year		(948.87)	(3,412.08)
Fund balance brought forward		9,206.05	12,618.13
Fund balance carried forward		8,257.18	9,206.05

The notes on pages 6 to 7 form part of these accounts.

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**BALANCE SHEET**  
As at 31 March 2009

		31 March 2009	31 March 2008
<b>Current assets</b>			
Debtors	7	1,235.97	4,519.60
Cash at bank		7,021.21	4,686.45
		<u>8,257.18</u>	<u>9,206.05</u>
<b>Current liabilities</b>			
Creditors		0	0
Accruals		0	0
		<u>0</u>	<u>0</u>
<b>Net current assets</b>		<u>8,257.18</u>	<u>9,206.05</u>
<b>Funds</b>			
General fund		<u>8,257.18</u>	<u>9,206.05</u>

For the year ending 31 March 2009 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities;

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and signed by the directors on 6 January 2010.



Stephen Belderbos



Keith Bartlett

The notes on pages 6 to 7 form part of these accounts.

**NORWICH INTERNATIONAL ANIMATION FESTIVAL**  
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**NOTES TO THE ACCOUNTS**

**Year ended 31<sup>st</sup> March 2009**

**1. Accounting policies**

**a. Basis of accounting**

The accounts were prepared under the historic accounting cost convention and in accordance with the Statement of Recommended Practice 'Accounting by Charities' and the Financial Reporting Standard for Smaller Entities (effective June 2002).

**b. Grants**

Grants receivable are credited to revenue in the period to which they relate.

**c. Income**

Income from performances and workshops and from consultancy services is included in revenue in the period to which they relate.

**d. Expenditure**

Resources expended are recognised in the period in which they are incurred.

	Year ended 31 March 2009	Year ended 31 March 2008
<b>2. Grants</b>		
Screen East	14,000.00	13,000.00
Norwich University College of the Arts	19,691.25	22,150.00
Marjun Rimminen	500.00	
Japan Foundation	500.00	
Animate Projects Ltd		500.00
US Embassy		3,000.00
National Film & Television School		500.00
Daiwa Anglo-Japanese Foundation		1,500.00
Great Britain Sasakawa Foundation		2,500.00
Institute Francais	300.00	
Embassy of Japan	900.00	
Norfolk County Council	1,000.00	1,000.00
Arts Council	3,400.00	26,100.00
Norwich City Council	3,000.00	3,090.00
	43,291.25	73,340.00
<b>3. Sponsorship</b>		
Animate Projects Limited	1,500.00	
National Film & TV School	500.00	
Anglia Television	1,000.00	1,000.00
	3,000.00	1,000.00

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**NOTES TO THE ACCOUNTS**

**Year ended 31<sup>st</sup> March 2009**

<b>4. Festival running costs</b>	<b>Year ended 31 March 2009</b>	<b>Year ended 31 March 2008</b>
Film transport	2,807.31	5,902.00
Artists' fees and expenses	17,796.11	31,047.22
Other festival costs	23,078.54	25,800.47
	<u>43,681.96</u>	<u>62,749.69</u>
 <b>5. Staffing costs</b>		
Travel and subsistence	1,869.47	4,360.72
	<u>1,869.47</u>	<u>4,360.72</u>
 <b>6. Overhead costs</b>		
Office costs	2,131.23	670.17
Sundry overhead costs	2,074.73	261.72
	<u>4,205.96</u>	<u>931.89</u>
 <b>7. Debtors</b>		
HM Customs & Excise	1,235.97	4,519.60
	<u>1,235.97</u>	<u>4,519.60</u>

**8. Trustees**

The Trustees received no remuneration and no expenses.

**9. Related party transactions**

The Company receives support from Norwich University College of the Arts (NUCA), through the provision of staff, grants and free office space.

The Trustees of the Company are members of the senior management team at NUCA.

Grant income of £19,691 was received from NUCA in 2008/09 (2007/08: £22,150).

Staff who work on the Festival were employed and paid by NUCA as follows:

	<b>Year ended 31 March 2009</b>	<b>Year ended 31 March 2008</b>
Wages & salaries	58,746	49,293
Social security costs	4,264	3,567
Pension costs	8,859	7,371
	<u>71,869</u>	<u>60,231</u>

Free office space, at an estimated cost of £11,650 (2008: £11,310), was provided by NUCA.

The average number of staff employed by NUCA for the Festival was 2 (2008:2).

There were no outstanding balances as at 31 March 2009 (2008:£nil).

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**NOTES TO THE ACCOUNTS**

**Year ended 31<sup>st</sup> March 2009**

**Independent Examiner's Report**  
**To The Trustees of the Norwich International Animation Festival**

I report on the accounts of the Trust for the year ended 31 March 2009, which are set out on pages 4 to 7.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- To 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 I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act



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NOTES TO THE ACCOUNTS

Year ended 31<sup>st</sup> March 2009

have 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.

  
M Cheetham ACA

Mill House

Field Lane

Hempnall

Norfolk NR15 2PB

6 January 2010