

Music And Arts Production Leeds

Trustees Annual Report and Financial Statements For The Year Ended 31st July 2017

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Music And Arts Production Leeds ("MAP") is a charitable company, limited by guarantee.
Registered in England And Wales (Registered Company No. 06274330 & Registered Charity
No.1125303)

MAP, Hope House, 65 Mabgate, Leeds LS9 7DR
www.musicandartsproduction.org



Music And Arts Production Leeds

Trustees Annual Report For The Year Ended 31st July 2017

1. REFERENCE AND ADMINISTRATIVE DETAILS

Music And Arts Production Leeds is a company limited by guarantee, company registered number 06274330 and registered as a charity under the Charities Act 2011, charity registered number 1125303.

Address & Registered Office: MAP
Hope House
65 Mabgate
Leeds
LS9 7DR

Trustees are also Directors for the purposes of Company Law. The trustees serving during the year were as follows:

Trustees: Gaia Rosenberg Colorni (chair)
Oliver Hope (treasurer) (appointed 5 December 2016)
Michael Greenwell
Shamce Hassan
Joe Gill
Chris Madden
Mitali Mookerjee (appointed 27 July 2017)
Amrita Bains (resigned 29 August 2017)
Robin Mitchell (resigned 26 July 2017)

The following trustees were appointed subsequent to the year end:

Kirsten Mairi Cree (appointed 14 March 2018)

Managers Tom Smith (also company secretary)
Andrew Grayson

Bankers The Co-operative Bank
PO Box 200
Delf House Southway
Skelmersdale
WN8 6GH

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2. STRUCTURE, MANAGEMENT AND GOVERNANCE

Nature Of Governing Document

Music And Arts Production Leeds is a private registered charitable company limited by guarantee, with no share capital, incorporated on the 8th June 2007 and governed by its Memorandum and Articles of Association.

Each member undertakes to pay an amount not exceeding £10 towards liabilities in the event of the charity being dissolved.

Management

The policy and general management of the affairs of MAP are directed by the Trustees, one third of whom retire each year by rotation, but are eligible for re-election.

The day-to-day management of MAP is carried out by the managers, Tom Smith and Andrew Grayson

The trustees affirm and maintain their commitment to Child Protection, Health and Safety, Anti-Bullying policies and Equal Opportunities policies. Details of the policies in force can be found in the MAP Trustees Handbook.

Recruitment, appointment and training of trustees

Trustees are appointed with a view to diversity, sound experience in a related field or professional expertise in a relevant area.

Such candidates are given first-hand experience of the work of MAP and are invited to a Trustees' meeting. Appointment is then conditional on the approval of the Trustees generally.

Trustees have fully documented Job Descriptions and these are to be found in the MAP Trustee Handbook.

All new trustees are trained as appropriate and all existing trustees receive updates from the Charities Commission.

Governance

MAP formally supports the principles of the Code of Good Governance as developed by The Governance Hub.

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Risk Policy

Trustees place a high priority on risk management. Risks identified are categorised as follows:

- Governance and management risks
- Operational risks
- Financial risks
- External and compliance risks
- Government reducing schools' ability to spend on alternative provision for their pupils.

It is the policy of the trustees to review all risks on an annual basis. The annual review seeks to establish that all risks are documented and that steps to mitigate such risks are established and executed. As a result of this process, the trustees are satisfied that residual risks are minimised.

Public Benefit

The Trustees are aware of the Charity Commission's advice on Charities and Public Benefit.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities for the year.

MAP is of benefit to the public, specifically young people struggling to access mainstream education. This benefit is not restricted by the public's ability to pay, nor is it unreasonably restricted geographically. MAP is also of benefit to the public in providing arts exhibitions and events that foster understanding between people of different groups and promoting equality and diversity. For quantitative evidence supporting this please see section 4 'Achievement And Performance' (page 6).

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3. OBJECTS AIMS AND ACTIVITIES

Objects

- 1) The advancement of education in the arts and music.
- 2) The promotion of racial harmony and diversity through the medium of arts for the public benefit by promoting activities to foster knowledge and understanding between people of different racial groups and diverse backgrounds.
- 3) The promotion of equality and diversity for the public benefit by (for example):
 - (a) the elimination of discrimination on the grounds of race, gender, disability, sexual orientation or religion;
 - (b) advancing education and raising awareness in equality and diversity;
 - (c) promoting activities to foster understanding between people from diverse backgrounds;
 - (e) cultivating a sentiment in favour of equality and diversity.

In furtherance of these objects MAP has established an arts centre called MAP situated at Hope House, 65 Mabgate, Leeds. MAP is comprised of arts and music studios for education sessions and an adjoining space called Hope House Gallery that is suitable for exhibitions, workshops & performance.

MAP arts centre provides a schools programme offering arts and music education courses to young people who have difficulty in accessing mainstream school education. MAP also provides after-school arts sessions and maintains a volunteer programme.

Hope House Gallery is host to arts exhibitions and events: the work presented ranges from that of young people at school to college and university students, through to professional artists.

Aims

- To empower young people to take a greater responsibility for their own well-being.
- To enable young people with difficulty accessing mainstream education to access arts and music education.
- To encourage young people to achieve accredited qualifications for their work.
- To increase opportunities in arts and music for young people in Leeds.
- To encourage young people to further their education after school.
- To broaden possible life experiences of the public and in particular within disadvantaged communities.
- To encourage the development of new skills in the arts and music.
- To enable greater access to the arts and music for the public.

Activities and strategy

The aims are addressed by a series of activities designed to achieve specific results. Targets will be set by the management in line with activity experienced during the previous year and will take into account any proposed expansion, which will be approved by the trustees.

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4. ACHIEVEMENT AND PERFORMANCE

2016/2017:

Schools Education	31 participants	3530 hours used
	80.38% attendance	92% achievement
Work Experience	2 participants	60 hours
Education Volunteers	3 participants	250 hours
Exhibitions	5 events	25 artists/participants
	25 opening hours	200 Viewers

2015/2016:

Schools Education	30 participants	4056 hours used
	75.3% attendance	87% achievement
Work Experience	2 participants	80 hours
Education Volunteers	6 participants	460 hours
Exhibitions	1 event	13 artists/participants
	5 opening hours	35 Viewers

2014/2015:

Schools Education	45 participants	4208 hours used
	76.2% attendance	83.2% achievement
Work Experience	4 participants	160 hours
Education Volunteers	8 participants	614 hours
Exhibitions	1 event	10 artists/participants
	10 opening hours	40 viewers

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4. ACHIEVEMENT AND PERFORMANCE (continued)

MAP has maintained the quality of the education programme and the achievement levels for students undertaking the BTEC qualification rose by 5%. This is in part due to the fact that there were less students referred, so they had more one to one support in completing their qualifications. The education programme has preserved its reputation amongst students, families/carers, supporting professionals and staff at schools, and the introduction of functional skills has reinforced this value.

In response to the reduced level of referrals, a trial functional skills (Maths & English) programme was introduced throughout the second half of the 2016-17 academic year. Resources were also allocated toward raising awareness of the existing education provision among schools and academies, as well as toward material supporting the introduction of the new functional skills programme. This allocation of extra resources to boost referrals meant that staff costs increased throughout the year.

It was also decided that MAP needed more resources to develop the medium to long term plans for the charity. Though this increases staff costs it will allow MAP to develop a more sophisticated fund raising strategy, address possible relocation of the charity in just over 2 years, and also provide a wider range of activities that help MAP meet its charitable objects.

5. FINANCIAL REVIEW

Performance in year

Schools have referred less students to MAP throughout the year than in previous years, with a decrease of 22% when compared with the previous year. This was in part anticipated at the end of the 2015-16 academic year when bookings for the forthcoming year were reduced.

Levels of fund raising were increased to help compensate for the decline in referrals on the education programme and throughout the year fund raising generated 9% extra when compared with the previous year.

MAP has paid off the final amount of the initial set up loan which generates extra cash flow for the future.

Current Trading

The level of interest shown by schools for booking places in the academic year 2017-18 to date has recovered substantially with 40% increases over 2016-17. Feedback from schools regarding the inclusion of functional skills is very positive, as is the response to newly prepared marketing material.

Reserves Policy

It is the policy of the charity that it should work toward a position where net current assets which have not been designated for a specific use, should be maintained at a level equivalent to at least six months otherwise unfunded expenditure, the current target being £70,000.

The Trustees consider that reserves at this level will ensure that,

- in the event of a significant drop in income they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised, and that,
- sufficient funds are available to maintain the charity's property in good order.

The reserves at 31st July 2017 stood at £84,678 (£92,499 at 31st July 2016). This is still above the target figure.

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6. FUTURE PLANS

In 2017-18 MAP Education will require staff to deliver the new functional skills programme, as well as staff to develop marketing material and generate referrals. The additional referrals resulting from these programmes will cover the increased staff costs on the education programme.

MAP will also have to dedicate more resource to quality assurance as the Education Leeds Approved Provider scheme will potentially come to an end. This will place the emphasis for quality assurance on the provider as there will be no overarching umbrella body within the city.

MAP will create a new development team that will support and strengthen MAP's other income generating activities and fund raising, reducing financial reliance on delivering education at previous volume levels. This will allow MAP to be better positioned to respond to any changes in funding and schools spending. It will also allow MAP to deal more directly with medium to long term planning, and better serve the board of trustees in strategic development.

7. STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations. Company law requires the trustees to prepare financial statements for each financial year. Under that law, they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice).

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the excess of expenditure over income for that period. In preparing these financial statements, the trustees are required to:


- 1 select suitable accounting policies and then apply them consistently;
- 2 make judgements and estimates that are reasonable and prudent;
- 3 state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 4 prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue its activities.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.

8. AUTHORISATION FOR ISSUE

The Trustees authorise the issue of the financial statements on the date they are approved by the board.
Signed on behalf of the Trustees

Name: Oliver Hope

Signature: 

Date: 24/4/18

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Statement of financial activities for the period ended 31st July 2017 (Incorporating an Income and Expenditure Account)

Incoming Resources	2017	2016
	£	£
Donations and net Fund Raising Income	42,559	37,995
Education Income	91,954	117,442
Screen Printing Income	320	1,781
Interest Income	53	28
Total Incoming Resources	<u>134,886</u>	<u>157,246</u>
 Resources Expended		
Staff Costs	96,543	76,725
Rent Rates Utilities	24,488	23,337
Gallery & Fund Raising	2,395	5,084
Education Project Costs	7,692	10,999
Insurance	1,077	1,067
Office & Administration	1,397	2,983
Repairs & Maintenance	2,115	3,052
Screen Printing Costs	6,375	4,978
 Depreciation	625	3,538
Total Resources Expended	<u>142,707</u>	<u>131,763</u>
 Net movement in funds in the year	-7,821	25,483
 Funds Brought Forward	92,499	67,016
 Funds Carried Forward	<u>84,678</u>	<u>92,499</u>

All recognized gains and losses have been included in the Statement of Financial Activities.

All operations are continuing.

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Balance Sheet as at 31st July 2017

	Notes	2017 £	2016 £
Fixed Assets	2	<u>0</u>	<u>625</u>
Current Assets			
Stock		1,913	1,861
Debtors	3	33,547	31,590
Cash at bank and in hand		54,158	66,278
Total Current Assets		<u>89,618</u>	<u>99,729</u>
Current Liabilities	4	(4,940)	(7,034)
Net Current Assets		<u>84,678</u>	<u>92,695</u>
Total assets less current liabilities		84,678	93,320
Non Current Liabilities	5	0	(821)
Net Assets		<u>84,678</u>	<u>92,499</u>
Represented by			
Funds			
Restricted	6	0	0
Unrestricted	6	84,678	92,499
	6	<u>84,678</u>	<u>92,499</u>

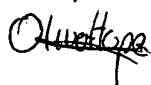
The company was entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31st July 2017. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the act with respect to accounting records and the preparation of the accounts.

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

The accounts were approved by the Board and signed on its behalf by

Name: Oliver Hope

Signature: 

Date: 24/4/18.

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Notes to the Financial Statements for the period ended 31st July 2017

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, in accordance with the applicable Accounting Standards and the Companies Act 2006 and comply with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) issued in March 2005. The policies adopted for items which are judged material to the financial statements are as follows:

Incoming resources

Donations and gifts are recognised as income when received except where any restrictions on expenditure demand that a proportion be carried forward as deferred income. The donations under Gift Aid are recognised when received. The associated income tax recovery is recognised when the recovery is received.

Grants are recognised as income when they are received.

Interest is recognised as income when receivable.

Resources expended

Resources expended are recognised on an accruals basis.

Fixed assets

Tangible fixed assets are included in the balance sheet at cost less depreciation.

Depreciation

Depreciation is calculated so that the cost of tangible fixed assets less the residual value are written off over their estimated useful lives at the following rates:

Equipment, fixtures and fittings 20% of cost

Taxation

Music and Arts Production is considered to be a charity for tax purposes and therefore benefits from exemptions from taxation on its income and gains falling within Section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that they are applied to its charitable objectives. No tax charge has arisen in the year.

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2. Fixed Assets

	Fixtures & Fittings	Equipment	Total
Cost	£	£	£
At 31/07/16	32,579	14,635	47,214
Additions	-	-	-
	<u>32,579</u>	<u>14,635</u>	<u>47,214</u>
Depreciation			
At 31/07/16	32,579	14,010	46,589
Provided in year	-	625	625
	<u>32,579</u>	<u>14,635</u>	<u>47,214</u>
Written Down Value			
At 31/07/17	<u>0</u>	<u>0</u>	<u>0</u>
At 31/07/16	<u>0</u>	<u>625</u>	<u>625</u>

3. Debtors

	2017	2016
	£	£
Trade Debtors	<u>33,547</u>	31,590
	<u>33,547</u>	<u>31,906</u>

4. Current Liabilities

	2017	2016
	£	£
VAT liability	4,228	4,958
Other Creditors	<u>712</u>	<u>2,076</u>
	<u>4,940</u>	<u>7,034</u>

5. Non Current Liabilities

	2017	2016
	£	£
Long term loan which is subordinated to the claims of other creditors (repaid during the financial year)	0	821

6. Reconciliation of movements in funds

	Restricted	Unrestricted	Total
	£	£	£
Accumulated balance b/f	0	92,499	92,499
Net movement in funds for the year	<u>0</u>	<u>-7,821</u>	<u>-7,821</u>
Accumulated balance c/f	<u>0</u>	<u>84,678</u>	<u>84,678</u>

Restricted funds have arisen in the past where donations and grants have been made for specific purposes but these have been spent within the year of grant.