



communityfocus
THE ALL INCLUSIVE ARTS CENTRE

Community Focus Inclusive Arts
(A Company Limited by Guarantee)

Annual Report & Financial Statements
For The Year Ended 31 March 2021



Company Registration No. 7442636
Registered Charity No. 1139259

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"I wanted to tell you how much C has been enjoying the Zoom sessions that Community Focus has been running during lockdown. She has been in Dorset with me since March, and it has been a lovely way for her to keep in touch with London friends and activities."

– Mum of 'C', an Arts@Home student

Legal and Administrative Information

| | |
|-------------------------|--|
| Trustees | <p>Ajaz Ahmed</p> <p>Christine Grant</p> <p>Eleanor Stokes-Puzone</p> <p>Peter Tarl</p> <p>Mark Claydon (appointed on 22 October 2021)</p> <p>Tom Hor (appointed on 22 October 2021)</p> <p>Phillip Rackham (appointed on 22 October 2021)</p> |
| Chief Executive Officer | John McCafferty MA |
| Registered Office | Friary House, Friary Park, Friary Road, Friern Barnet Lane, London N20 0NR |
| Comms | <p>www.communityfocus.co.uk</p> <p>www.facebook.com/commfocus</p> <p>www.twitter.com/_communityfocus</p> <p>www.instagram.com/_communityfocus</p> |
| Independent examiner | Pitts & SeeUs, Chartered Accountants & Registered Auditor, Studio 6, 6 Hornsey Street, Holloway, London N7 8GR |
| Bank | HSBC, 789 High Road, North Finchley London, N12 8JX |
| Solicitors | DLA Piper, 160 Aldersgate Street, Barbican, London, EC1A 4HT |



(image - In-House student on our Arts@Home programme logging onto an online class)

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31 March 2021, which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practices applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Trustees Report

Community Focus (CF) has gained great strength through perseverance on multiple occasions over its long history, this year our resilience was stretched to new levels. We had to quickly transform our services as an independent charity during a critical period of survival, through what became an unprecedented year of continued uncertainty with the enforcement of multiple COVID-19 government lockdowns. The first of which came at a time when we were completing the spring term of our In-House programme and preparing for the summer term, this resulted in a significant loss of expected income from upcoming student fees and placed an immediate stop to any future proposed projects or classes. The charity was forced to pay out of our reserves and contact current funders for authorisation to effectively be able to continue basic operations, we were supported to survive from various sources both large and small throughout the year.

Most staff started working from home using their own laptops as our portable resources are limited and relied on internet communication tools such as Zoom. The office had recently switched to using an online Shared Drive system making homeworking an easier transition. CF were fortunate to receive small pots of funds in the early stages, as this helped us sustain our short-term future and plan effectively, during which we made a strategic decision to focus our efforts on online only activities. Many students had already started self-isolating before lockdown was enforced because the building. We rent has limited space and is occupied between multiple charities so the risk of spreading COVID-19 was relatively high. We estimated that because most of our students are physically vulnerable a government lockdown would likely affect the charity (and its beneficiaries) in its current form for a long period of time.

Our two Articulate Futures project managers were employed at the time through PAYE so CF decided to place both on furlough to reduce outgoings, which we reviewed monthly. A small core team of dedicated existing freelancers within CF were pulled together by the CEO to help create an online activities programme. Freelance staff started creating tutor demonstration videos published on our YouTube channel as well as posting out arts packs to students' homes if they did not have required basic materials available. We were fortunate to apply for and receive Arts Council England Emergency Response Funding within a couple of months as we were very near to closing. This funding allowed us to continue contracting regular freelancers and purchase iPads for student home use, solidifying our online activities for six months helping confirm our new direction and short-term vision. We later received London Community Response Funding as well as Arts Council England

Community Focus Inclusive Arts**Report of the trustees for the year ended 31 March 2021**

Culture Recovery Funding later this year to aid the charity in sustaining staff and activities. This helped carry our vision as an inclusive, independent, and accessible arts centre in assisting disabled individuals with a combined interest in creating art throughout COVID-19.

Many of the online classes offered started as free services but we were aware this was not a realistic long-term solution for the charity; however, we couldn't justify charging the same fee as onsite classes as this could significantly reduce student uptake. We were able to support nearly half our In-House students, 45 individuals of these were regularly involved in online activities throughout the year, a consistent cohort of 19 Articulate Futures students and 14 Short Breaks students participated in online projects and socials. CF would like to thank all the individuals and organisations we received funds from throughout this year to help sustain and maintain our progressive transformation helping vulnerable individuals connect and focus.

We seek to maintain value for our students and stakeholders, whilst continuing to offer a high-quality service through digital means, within an increasingly interconnected and competitive market. Sustainability remains a major priority and we intend to engage in partnerships more often with other likeminded providers, particularly on large funding bids but due to COVID-19 restrictions this wasn't always easy to achieve. CF remains set on holding a business-like approach, building upon unrestricted income, and maintaining our reserves. The quality of the programmes we deliver continue to shine through as examples of social benefit assisting a wide array of students, much of which is recorded through our social media channels.

The trustees met more frequently throughout this financial year using Zoom as a useful platform to easily discuss charitable matters and receive updates from the CEO saving time spent on travel. Ensuring the safety of all our staff and beneficiaries was paramount by following government guidelines and NHS procedures. We continually assessed how to effectively transform the delivery of our services online and prioritised multiple emergency funding bids.

CF intends to sustain the creative skills of vulnerable individuals who hold an interest in art by providing a supportive, safe, and optimistic environment. We fully consider the benefits that our arts programmes offer and uphold our ethos that everyone is an artist. The trustees would like to thank our staff, freelance tutors, assistants, volunteers, and stakeholders for their gallant efforts in maintaining the life force of our charity. We look forward to the upcoming year in the hope of more worthwhile activities that can help our CF strengthen and develop as an organisation.



Ajaz Ahmed

On Behalf of the Board of Trustees

27 October 2021

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

Our purpose and activities

CF is an accessible multi-disciplinary arts centre, offering a variety of arts and crafts activities to a diverse audience within the London Borough of Barnet and surrounding areas. We continue to offer both stimulating and educational services to our beneficiaries who participate collectively within a safe, happy and inclusive environment. As a charity we aim to enhance the conditions and purposes of all individuals involved, many of whom have issues formed from age, background and/or disability. Our service was primarily created to benefit their social welfare through recreation.

This is visible through the targets we set encompassing inclusive arts and the feedback we regularly receive either directly from the people we help or from their wider network. We recognise that change is inevitable and unfortunate circumstances can occur to anyone, so we aim to provide beneficial services to a variety of vulnerable individuals, where they can benefit from being valued and can comfortably engage in a larger group setting. This allows our students to learn about themselves and others in a supportive environment where they can safely collaborate. We conduct our objectives through planned activities using termly student feedback throughout the year. The trustees have considered the Charity Commission's guidance on public benefit and fee charging. The charity relies on grants from trusts and foundations, plus income generated from fees and charges to cover its operating costs. CF understands that in completing our objectives throughout the year we have exhibited a clear public benefit to the people who have used our services and to the general local community. We have scope for funding opportunities from a variety of historical sources we have interacted with previously and look to local providers within the borough for additional funding opportunities ensuring affordable access to clients and maintaining value for money.

Volunteers

CF requires voluntary assistance to support our beneficiaries attending some of our classes, projects, end of term events and fairs to help minimise expenditure. COVID-19 significantly diminished our need for volunteers in their usual form, as face-to-face activities were now extremely limited. However, we were able to source a volunteer fundraiser in July 2020 through a national organisation called Furlunteer and after multiple successful bids they relocated and joined our team as a freelance fundraiser.

One of our long-term students volunteered to create images in our IT classes and was helped to upload these onto our Instagram page. We aim to create more online projects particularly where students can learn transferable digital skills, leading to job programs through local Disability Employment Advisor support and placement schemes. Minimal staff were allowed onsite at any point so our part time office volunteers were placed on hold for their own safety. The charity will rehire once restrictions have significantly relaxed. We thank all volunteers for their continued support and service. CF continue to seek suitable applicants through the likes of residents, Volunteering Barnet, and Middlesex University's MDX Works.

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

Appointment of Trustees

CF has not found a suitable and willing individual to replace our former Chair, so the trustees nominate a chairperson taking it in turns upon each meeting. They also review applicant trustees and vote on their suitability, elected trustees are then subject to a DBS and reference checks before being formally invited to join the board. Our Articles of Association states that three trustees are required for quorum, and we follow Charity Commission guidelines for advice. The trustees aim to double the number of our current board members to further broaden the skillsets required in complementing our charity's needs. Our longest serving trustee has requested to step down once a suitable replacement is elected.



(image - In-House students beside their artwork, in our Arts Council funded Display Unit, situated in Friary Park as a public gallery)

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

Organisation

The board of trustees administers the charity. The board usually meets quarterly unless otherwise requested. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment, policies, and project related activities. Most staff are self-employed freelancers as many funders will not finance the long-term costs associated with employees.

We have not yet found a suitable replacement for the previous Chairperson and the board have agreed to share responsibility in an acting role fulfilling this position with decisions taken at board level to meet regulatory guidance.

Programme overview, achievements, and performance from April 2020 to March 2021

CF continues to operate through three main programmes: In House (known as Arts@Home due to COVID-19 lockdown restrictions), ARTiculate Futures and Short Breaks. Arts@Home are online classes predominately although not exclusively for adults with learning disabilities, as they also encompass older adults in local care and nursing homes. ARTiculate Futures provides workshops for 16–25-year-olds with mental health problems and additional needs. Short Breaks offers activities for children 10-18 years with physical and sensory impairments. Most activities throughout each programme were moved online and arts packs regularly delivered by staff or volunteers.

Main delivery programmes include:

Arts@Home, In House programme

CF offered a select range of creative classes online targeting some of the local community's most isolated and vulnerable individuals. Our timetables were published on our website, social media channels, in our public display unit and weekly reminders were emailed out directly to students or their support staff to maintain engagement. We delivered termly projects via Zoom reaching through to people in and around the borough in care and nursing homes, plus individuals in their own houses ensuring our support makes a difference to those most in need. Our In-House coordinator contacted our students who could not or wouldn't access online activities with regular phone calls. We also provided worksheets with step-by-step instructions to some students who couldn't access online, every lesson involved a tutor phone call to these students for a 1-1 chat and some individuals actively engaged in their own time using the art packs delivered to them.

We use therapeutic arts activities as a progressive learning tool helping clients form positive changes, who regularly feedback on why they enjoy CF so much praising our staff as creative, fun, and friendly. Most of our beneficiaries have multiple impairments, including adults with learning disabilities, physical & sensory issues, and mental health problems. Our projects take place outdoors and onsite where clients respond positively that they enjoy attending in a safe comfortable atmosphere where they are encouraged to learn in the grounds of a picturesque park which adds to their mental health and wellbeing. This year our services were mainly online to due recurring COVID-19 lockdowns.

Community Focus Inclusive Arts**Report of the trustees for the year ended 31 March 2021 (continued)**

Our bi-weekly online socials were very popular benefitting everyone's wellbeing, as students could directly engage with new and old friends, staff, tutors, and volunteers from varied locations. Some students had to stay with family many miles away and this was their only social lifeline raising collective spirit and visually improving student communication. Some freelancers who moved out of London were able to continue working online maintaining long term connections built over previous years with students.

The charity offers a regular twelve-week programme of Arts@Home courses, which are run termly, creative outreach courses and tailor-made arts projects involving a variety of organisations that we work in partnership with. We value the expertise external organisations can bring in as partners and are receptive to the benefits this brings to the programmes we deliver. Our professional artists facilitate high quality artwork across a wide area of activities, aiding to establish and evolve participant's social skills. We have received positive feedback from care and nursing homes whom we provided online activities and arts packs to that other organisation had simply stopped their service. CF believes that prioritising fundraising early on researching and applying for more grants has helped to spread our costs. We intend to offer more support for older adults and applying for funds remains one of our objectives going forward.

A summary of Arts@Home projects throughout this year:

Summer Term Weekly Classes, June - September 2020 – Seven online classes per week were offered including Meditation, Wellbeing through Movement & Music, two Social groups, Walking Art group and two tutor Art classes.

Summer CF Choir July 2020 – Students shielding at home were involved in recording their version of 'Lean On Me' which was uploaded to our YouTube channel. Staff used PPE to safely visit students at their homes or garden spaces. 15 students and five staff took part.

Autumn Term Timetable, September - December 2020 – Twelve online classes per week were offered including Meditation, Wellbeing through Movement & Music, Drama, Walking & Art, five tutor Art classes, Textiles & Jewellery, and two socials per week.

Christmas CF Choir December 2020 – Students travelled onsite to individually record their version of 'Let It Snow' which was uploaded to our YouTube channel. Recordings were socially distanced. 16 students and 6 staff took part.

Christmas Holiday Timetable, December 2020 – offered six free online workshops to maintain contact with students over the quieter moments of this festive period involving Meditation, Movement & Wellbeing, Arts Workshop and Holiday Socials.

Community Focus Inclusive Arts

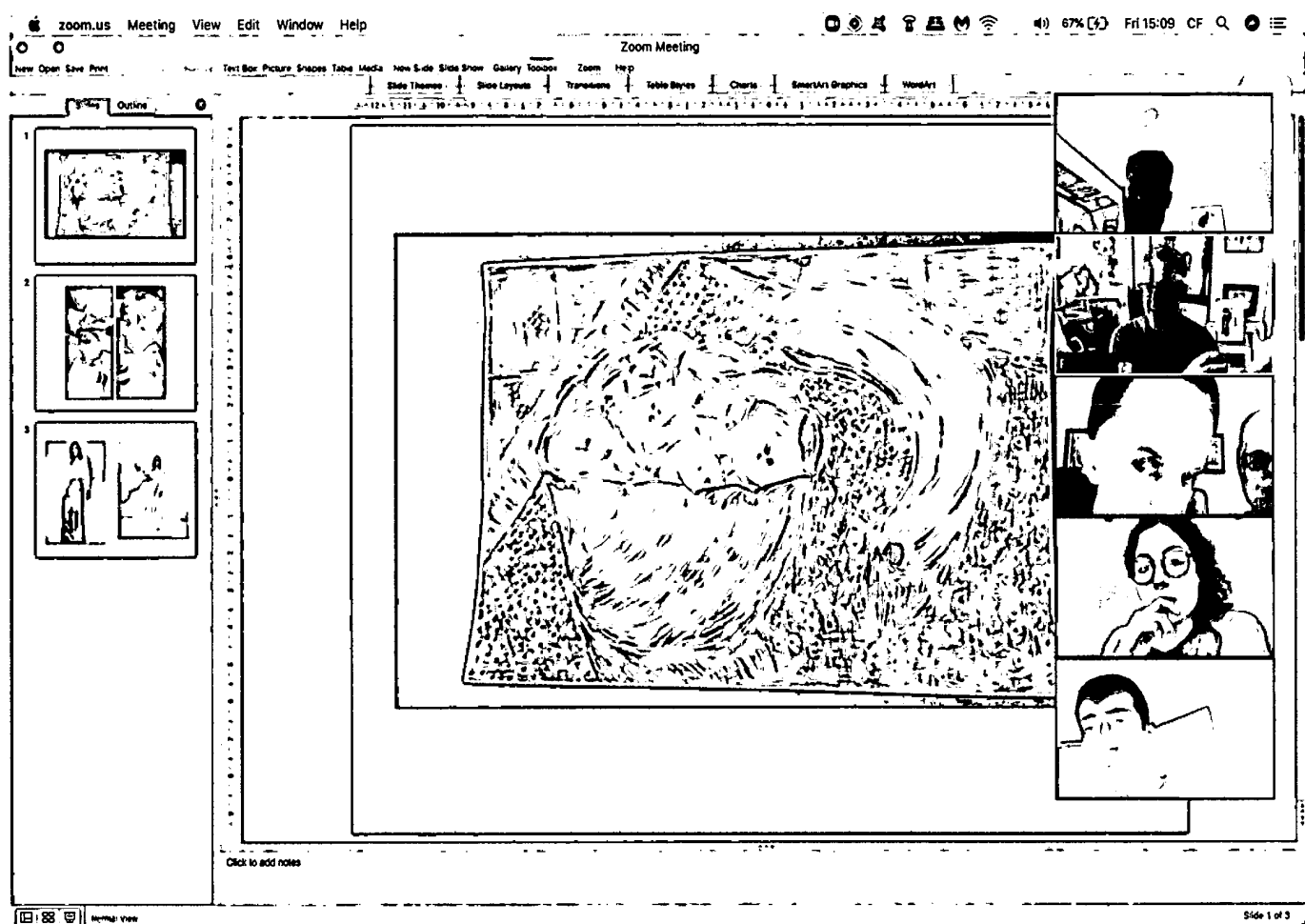
Report of the trustees for the year ended 31 March 2021 (continued)

Barnet Carers Workshops December 2020 – An online Creative Writing session and Art session workshop were offered to groups of carers.

Spring Term Timetable, January-April 2021 – Thirteen online classes per week were offered including Meditation, Wellbeing through Movement & Music, Drama, Walking & Art, five tutor Art classes, Textiles & Jewellery, and two socials per week.

CF Wellbeing Festival February 2021 – A two day project offering six activities each day including both tutor and student led workshops and a talk with the CEO. Over 80 individuals attended in total.

Meridian Wellbeing Workshops February-March 2021 – Eight online sessions involving various art styles such as Pop Art, Collage, Sketching, Text Art encouraging experimentation to aid wellbeing.



(image - Arts@Home students discussing weekly artwork they produced on a Friday Online Social meeting)

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

ARTiculate Futures

CF assists young people from 16-25 years of age with mental health issues and additional needs, as well as those with severe educational needs to tackle the growing issues they face in preparing for adulthood within a supportive and therapeutic arts environment. The local need for effective Child and Adolescent Mental Health Services (CAMHS) remains underlined by the percentage of school age pupils with social, emotional, and mental health needs in Barnet. For 2018, this percentage is 2.61% for Barnet, which is significantly higher than both London (2.41%) and England (2.39%). The percentage of primary school and secondary school pupils in the borough with social, emotional, and mental health needs are also significantly higher than the national average, in each case. Holiday provision has been very popular improving social engagement amongst peers during weekends and the holiday periods.

To ensure the charity's survival the ARTiculate Futures programme was placed on hold from April - August 2020 as the projects managers were furloughed and their positions reviewed monthly. John Lyon's Charity Funding Due to COVID-19, our long-term funding to City Bridge Trust to sustain these positions became increasingly unlikely as funders focused on Emergency assistance. A new project manager started in November. CF were funded for various projects by, Arts Council England's Emergency Response Fund & Cultural Recovery Fund, London Community Response Fund, Young Barnet Foundation Space2Grow and private donors to continue the service. We were able to run a mixture of five online projects plus one outreach project in a large shopping centre. Between August 2020 - March 2021 the programme engaged 76 young people including 19 unique individuals taking part.

Summary of Online and Outreach projects throughout this year:

- **Zoom Socials (online)** – August 2020-January 2021. Articulate students started to reconnect as a collective with their friends and peers through online Zoom meetings with project managers. This was followed by two more termly online socials in the Autumn/Winter term, all were well attended with 10-12 Articulate students in each of the sessions. Two more online socials were held in 2021, staff used this time with the young people to consult on what they wanted to do in future projects.
- **Hope project (online)** – October-December 2020. Students worked with a visual artist to design their own pictures of positivity and hope, developing ideas for symbols and words which described what kept them strong through the pandemic. They used acetate and other transparent materials and created mood cards with quotes to keep them feeling good throughout the pandemic.
- **Purple Tuesday Mural (outreach)** – November 2020. Three artists were selected to design their own artwork and paint a mural at Brent Cross Shopping centre used to raise awareness and demonstrate what shopping with a disability means to them. One represents making the shopping experience easier, everyone deserves a fair experience. Another depicts a student shopping independently illustrating how daunting it can be with so many products. The last saw shopping as a reflection on our culture and choices as people, giving to take as a method of exchange. The project received a footfall of over 400,000 people in a six-month period during COVID-19.

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

- **Processing the Pandemic (online x2)** – January-April 2021. An Art Therapy project where students worked together with an arts therapist to talk through their thoughts and feelings in relation to the pandemic. Each were sent arts packs with various materials to create artwork which expressed their feelings. This project continued for another five weeks due to the need for emotional support.
- **Puppetry project (online)** – January-March 2021. Young people were sent puppet making kits and worked online with creative writing /drama tutor to create their fantasy characters and with a professional puppeteer to help make their characters come to life by designing and making 3D puppets.
- **Youth Forum (online)** – March-May 2021. Articulate students worked with an arts specialist over five weeks to create their own online arts event. They designed the poster and produced the event. They devised their own art workshops and presented their work to friends, family, and CF staff.



(image -Online student work discussed in Hope workshop, ARTiculate Futures programme)

Community Focus Inclusive Arts**Report of the trustees for the year ended 31 March 2021 (continued)***Quotes from Articulate Futures beneficiaries:**From participants –*

"This project taught me to take photos on my iPad, I learned how to take great close ups, photos of food I help to cook and photos when I go on trips, I am non-verbal and these photos help me to share my experiences with others."

"I have been going to Community Focus for many years and it is so great that Community Focus is putting on such wonderful activities for all differently-abled people. When I do the Community Focus activities I can get out of this mad world and just focus on what I am doing the different activities. Also, I can meet friends that I haven't seen for a while or meet new friends and that is just so amazing."

From a parent –

"My son has attended art classes with Articulate. The courses have helped R get creative with full support from professional teachers, to get out of the house and access projects he would not otherwise be able to do. The support and understanding by staff is amazing, they take time to find out about each participant and their needs. Articulate is very important to keep up the community spirit, our young people with disabilities need to keep in touch with other young people with similar needs. There is no other projects that R and I have found that are as efficient, friendly, caring and have such a professional outlook. Articulate has helped my son to get creative and try art, printing on t-shirts, painting and now making puppets. Thank you to all the staff involved for supporting R try something new."

We would particularly like to thank Arts Council England's Culture Recovery Fund for their support throughout this year of funding, providing for the role of a four day a week project manager which allowed us to assist a cohort of vulnerable individuals. These online opportunities have helped many individuals maintain a sense of themselves in continuing to learn new skills, improving transferable communication techniques to use beyond the classroom environment and in some cases provide the confidence to create public artwork, further their education and employment opportunities. CF intend to reapply to large multi-year funders to maintain our Articulate Futures programme, such lengthy multiyear applications have a long response time of 3-5 months, so we hope to know in the following financial year.

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

Short Breaks

We offer arts projects, social activities, and days trips to children from 10-18 years of age who have physical and sensory impairments in the form of respite for their parents. Throughout this year CF created an array of projects for the London Borough of Barnet (LBB) involving both holiday and weekend provision. CF's ensured that necessary processes were in place to safely deliver our model in line with the local authority's requirements. Our project manager regularly communicated with students, parents and senior LBB staff arranging suitable, fun, and safe projects within a difficult period for all involved.



(image -Onsite student drumming in October Activities, Short Breaks programme, Oct 2020)

Short Breaks Social (online) funded by LBB - May 2020

Students were supported by parents to attend their first online social on how to create artwork online. It allowed students to see their friends via a Zoom meeting and for parents to have an informal chat in a relaxed environment. 1-1 tutor support was given to students after the session to help improve the work.

Online Paper Animation project (online) funded by John Lyon's Charity School Holiday Activity Fund - July 2020

Students were sent art pack of various paper and resources so they could create their own paper collages inspired by the life cycle of a plant. We hired a visual artist, who demonstrated to the student's paper collages techniques and instructions for taking photos to be later used to create their artwork into a simple stop frame animation. Seven students engaged.

Community Focus Inclusive Arts**Report of the trustees for the year ended 31 March 2021 (continued)*****Drama & Superheroes project (online) funded by John Lyon's Charity School Holiday Activity Fund – August 2020***

Students were sent art packs and explored drama and movement using the theme of superhero's. The project was held online using the platform of zoom. During the week the students were shown how to develop character and movement with the help of a drama facilitator as well as creating decorating simple costume by decorating T-shirts and masks. Seven students engaged.

October '20 Activities (onsite) funded by LBB – October 2020

This was the first in person project Short Breaks had run since lockdown, as restrictions had relaxed. The project was limited for six young people for social distancing, split into two separate groups of three young people in each group and was half of our normal capacity. It ran for two days enabling participants to explore their feelings and creativity in response to the pandemic through drawing, music, and drumming.

Christmas Pantomime (online) funded by Souter Charitable Trust – December 2020

A 4-week Saturday morning project run by a drama facilitator using Zoom. Students learnt a simple script and were taught a series of songs, dance and movements, which they performed on the last day to each other and their families. We engaged seven young people and two of their parents.

Online Socials funded by Souter Charitable Trust – January - March 2021

The project manager ran a monthly online social on the third Wednesday of every month for 3 months. We managed to engage between 5 and 7 participants for every online session. Each online session lasted for 45 minutes, providing students with the opportunity to reconnect with each other and see their peers. It helped to develop their language, communication, and social skills.

Quotes from Short Breaks beneficiaries:***From participants:***

"Amazing, exciting and awesome."

"Explorative and relaxing."

"Fun and good."

From parents:

"She is not so shy after coming to events. More independent "

"Provided interesting and imaginative activities"

"Z enjoyed mixing with other young people and willing to help with the teacher and have responsibility."

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

Partnerships & Key Funders

Our strategy in moving forwards has previously involved creating and developing key partnerships. CF decided to internalise our focus primarily on supporting its students and maintaining core staff through COVID-19 as income and resources were limited. However, we continued to reach out to prospective partners establishing that our 'open culture' is recognised and seen as a charity that other organisations can work with.



(image - Student on Brent Cross Shopping Centre Mural, Articulate Futures programme, Nov.2020)

New and old Partners through the year include:

Hft London, Jewish Care, Brent Cross Shopping Centre, Meridian Wellbeing, Barnet Carers Centre, LBB Commissioners, LBB Short Breaks, Barnet Together Network and various Care Homes around the borough.

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

We would like to thank the generous support received throughout this year from the funders below which allowed CF to sustain roles for tutors and key staff, including CEO and project managers. This provided stability and allowed us to promote a clear pathway in assisting students to be creative in a period of transition and uncertain times:

Reserve Power, Tesco Bags of Help, Local Giving Magic Little Grants, Arts Council England Emergency Response Fund, London Community Response Fund, Arts Council England Cultural Recovery Fund, Young Barnet Foundation Space2Grow Fund, John Lyon's School Holiday Activity Fund, D'Oyly Carte Charitable Trust, Barnet Community Response Fund, Postcode Neighbourhood Trust..



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

**LONDON
COMMUNITY
RESPONSE FUND**



JOHN LYON'S CHARITY



Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

Moving Forward

CF believes it has a successful flexible model in place that could be replicated in the future, using its collective culture learned through student training methods, which are deemed transferable skills. We aim to broaden our delivery further throughout the borough and surrounding areas as we believe we're well positioned to offer more services in the style of our Short Breaks and Articulate Futures programmes to local schools, pupil referral units and other providers that could approach us to be a delivery partner. Building upon partnerships will help strengthen our results, allowing for greater successes when applying for grant funding to larger trusts and foundations for long term funding.

CF is into the second year of a four-year contract with the local authority as a Short Breaks preferred provider, which allows us to offer our service to 10–18-year-olds with physical and sensory impairments, this also includes a possible two-year extension. It showcases the fantastic work that we continue to offer by evidencing a steady demand for our service. We remain ambitious and aim to increase student numbers, through providing a greater range of subject matter plus repeating our more popular sessions. Student and parent feedback helps assess any new areas of interest, strengthening our long-term plans of broadening both our services and potential client base.

We employ a freelance graphic designer who regularly updates our website, creates project flyers, posts our upcoming classes, and uploads student's artwork onto our social media channels to publicly evidence what is produced plus a cohort of the beneficiaries that we help. CF believe this approach will improve our online profile attracting new beneficiaries, more referrers, and funders in an ever-increasing digital age.

Strategy

CF aims to maintain its independence through frequently reviewing our strategies and discussing future intentions, which offer a clear direction towards sustainability in becoming self-sufficient. We are therefore able to adapt in a continually changing and uncertain climate. We have steadily retained working capital by communicating with debtors over a longer period and reminding them of owed payments, particularly with the local authorities we work with. Following some of our funders requests to publicise their grants we've promoted on our social media channels and uploaded their logos onto our website we hope to benefit from further funds in the coming year. We will assess students on a case-by-case basis for chargeable fees per term and will continue to offer our more vulnerable clients flexible termly payments options when required to put them at ease. Management systems, roles and responsibilities, financial management, raising finance and a cost-plus model are issues that we will look to regularly discuss and update on an annual basis. Our team members efficiently utilise available resources in an environmentally friendly manner to limit material waste and reduce class costs.

Community Focus Inclusive Arts**Report of the trustees for the year ended 31 March 2021 (continued)****COVID-19**

There was continued uncertainty of COVID-19 throughout the year, but CF managed to run multiple online classes for its students and a few onsite activities. This was only possible by strictly following government and NHS guidelines where we regularly reviewed and updated our Coronavirus policy and risk assessments. We maintained relevant signage throughout the building displaying possible symptoms, best practice for students and staff to minimise risk. In the few short periods when we were able to offer onsite activities, we offered PPE and used infrared scanners on all parties entering the building to check temperatures and followed National Youth Agency protocol for our younger students.

Rent and Community Benefit Assessment Tool (CBAT)

COVID-19 switched our intentions to survival mode and CF's priority throughout this year was maintaining core staff and freelance tutors to continue offering therapeutic arts activities. The CEO often worked from home beyond his set hours on a voluntary basis to effectively sustain the organisation. The rent and service charge were placed on hold until we would receive regular income equivalent of our In-House students term fees again.

We are still in the process of finalising CBAT with the local authority, a subsidy programme, which was awarded to certain providers for the invaluable work they undertake in the local community throughout the London borough of Barnet (LBB). CBAT allows for 100% rent-free on the premises we use. Law firm DLA Piper are supporting CF to complete the process of legal documents correctly with LBB.

A point was raised that as the existing lease is being surrendered, under section 119(1) of the Charities Act 2011, prior to the surrender, charity trustees must obtain and consider a written report on the proposed disposition from a qualified surveyor. The qualified surveyor's report must contain the information and deal with matters set out in specific regulations. Community Focus engaged a qualified surveyor who is familiar with these regulations in relation to the surrender of the existing lease. It has been an arduous task and taken up a lot of resources, we expect this to be completed between both LBB's lawyers and ours when COVID-19 lockdown restrictions relax, and the charity has regular income.

Community Focus Inclusive Arts**Report of the trustees for the year ended 31 March 2021 (continued)****Financial review**

The financial circumstances during the current period have significantly improved despite series of challenges. Our financial performance indicates a net surplus of £96,282 (2020: £23,814), which has been exceptional considering the extremely difficult operational conditions suffered by all with the Covid pandemic. We are indebted to the support of all the donors and contributors who helped sustain Community Focus through potentially the worse trading period in recent times.

The momentum from the prior year came to an abrupt halt in March 2020 as the first of the series of national lockdowns were introduced and classes were suspended as a result. During this time Community Focus directed their attention in applying for funds to sustain operations via the development of the online Arts@ Home platform which drew favourable support from donors and funders. This allowed Community Focus to build a new route for growth for the Charity and we hope this will continue in future periods. We aim to build on the strength of current programmes and value generation for our stakeholders and continue to explore corporate sustainability to align with various CF activities going forward.

The balance sheet at the year-end shows net assets of £101,238 (2020: £4,956). The charity is working hard to secure additional funding to further the charitable activities whilst maintaining reserves in accordance with our constitution.

As part of self-sustainability initiatives, revenue streams transitioned, and costs efficiencies optimised to build a platform for our long-term strategy to provide quality services to our students. Our application to Arts Council Cultural Recovery Fund was successful in the year which proved to be a major turnaround for the charity, as this success allowed us to strengthen our finances whilst giving us the opportunity to leverage additional prospects for fund raising and scalability of operations.

Reserves Policy & Going Concern

It is the policy of the charity to maintain total reserves equivalent to three months of expenditure. It is considered that this is sufficient to provide a safety net in the event of unanticipated expenditure. The reserves policy was not complied during the year, trustees undertook several initiatives to ensure compliance consistency and alignment with strategic plan for CF described in the financial review section.

The charity has net assets of £101,238 (2020: £4,956). This was driven largely from the funding obtained in the year which not only sustained operations but allowed CF to replenish its reserves. The charity is continuing to work on number of initiatives including leveraging from current fund sources and expanding base with innovative programs along with building our network to explore growth options to assist corporate world in meeting their Corporate Sustainability ambitions. The charity is also working on cost efficiency initiatives and recently negotiated successfully with London Borough of Barnet (LBB) regarding reduction of rent charges for the business premises with Community Programme Manager in conjunction with the Council's CBAT (Community Benefit Assessment Tool), a 100% rent -

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

- subsidy based on the charity's high-level impact within its local community has been confirmed, legacy issues for payment for outstanding rent was agreed.

LBB are supportive of the Charity and will work with the Charity to ensure that this does not have an adverse effect on the Charities ability to operate. The reduction of rent and our strategic initiatives will reduce its net liabilities post year-end and we are aiming to ensure a continued net current asset position in 2021/2022. The Trustees, therefore, consider that the going concern assumption is an appropriate basis on which to prepare these financial statements.

Plans for future periods

Our future plans are focussed on two key elements:

1. Increasing unrestricted income
2. Replicating successful programmes

Unrestricted income is critical to Community Focus's future success and sustainability. Reliance on grant-based income is not compatible with the cuts, which potentially lie ahead in the public health sector.

We have become increasingly self-sustainable by proactively securing project-based funding which has helped ensure future delivery. We endeavour to keep our core (in house) costs as low as possible but plan to increase costs in the near future to ensure they are still affordable and in line with our competitors' cost plans. We will seek new funding programmes arisen in line with COVID-19 restrictions.

With regards to replicating our service, we are also considering providing a full day offer of our services. This would help ensure that our clients can arrive at CF in the morning, safe in the knowledge that a creative and action-packed day will be lined up; capitalising on what we do best at CF – *nurture and create*.

ARTiculate programme is well respected in other London Borough's, and we are in discussion with community leaders regarding the viability of extending the model outside of Barnet. This would give CF a broader geographical footprint, opening new partnerships and horizons.

Reference and administrative details

| | |
|---------------------|---|
| Charity number: | 1139259 |
| Company number: | 7442636 |
| Registered address: | Friary House, Friary Park, Friary Road, London, N20 0NR |

Community Focus Inclusive Arts**Report of the trustees for the year ended 31 March 2021 (continued)****Other advisers**

Bankers: HSBC Bank PLC, 789 High Road, North Finchley, London, N12 8JX

Solicitors: DLA Piper UK LLP, 3 Noble Street, London, EC2V 7EE

Independent Examiner: Pitts & SeeUs, Chartered Accountants & Registered Auditor, Studio 6, 6 Hornsey Street, Holloway, London N7 8GR

As described on page 3, Legal and Administrative Information section

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year-end are described on page 3, Legal and Administrative Information section.

Key management personnel: Director

John McCafferty – Chief Executive Officer

Structure, Governance and Management

Charity is a company limited by guarantee governed by its Memorandum and Articles of Association. It is registered as a charity with the Charity Commission.

Appointment of trustees

Any changes to the board of directors or trustees are made through majority voting in the board meetings.

Trustee induction and training

The Board of Trustees receive a Trustee Induction Pack, along with an annual induction regarding the health and safety requirements of our art centre and are invited to attend various relevant training courses.

Related parties and co-operation with other organisations

None of the trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee and senior management of charity with its activities must be disclosed to the Chairman and Director.

Pay policy for senior staff

Senior staff (Chief Executive Officer) members are paid in consultation with ACEVO pay policy guidelines.

Community Focus Inclusive Arts**Report of the trustees for the year ended 31 March 2021 (continued)****Risk management**

The trustees have examined the major strategic, business, and operational risks, which the charity faces. They confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. The trustees have a risk management strategy, which comprises:

- an annual review of the principal risks and uncertainties that the charity face;
- the establishment of policies, systems, and procedures to mitigate those risks identified in the annual review; and
- the implantation of procedures designed to minimize or manage any potential impact on the charity should those risks materialise.

This work has identified that the financial sustainability is the major financial risk for charity. A key element in the management of financial risk is regular review of available liquid funding to carry our various arrangements, and active management of debtors and creditors balances to ensure sufficient working capital by charity is maintained.

As part of the overall strategy, attention has been focused on non-financial risks arising from fire, health and safety of staff and associated partners. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place and relatively regular awareness training for staff performed in our premises.

Independent examination of accounts

The board decided to take exemption from the statutory audit as the finances of the charity are below required regulatory threshold. The charity obtained independent accountants report pursuant to the statutory compliance for the annual report and the financial statements.

Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors of Community Focus Inclusive Arts for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 these financial statements, the trustees are required to:

Community Focus Inclusive Arts

Report of the trustees for the year ended 31 March 2021 (continued)

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed; and
- 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 adequate accounting records that 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 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 independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant examination of accounts information and to establish that the independent account is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

By order of the board of trustees



Ajaz Ahmed
On Behalf of the Board of Trustees
27 October 2021

Community Focus Inclusive Arts

Independent Accountant's Report to the Trustees of Community Focus Inclusive Arts

I report on the accounts of Community Focus Inclusive Arts for the year ended 31 March 2021, which

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of Community Focus Inclusive Arts 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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 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 next statement.

Independent examiner's statement

In connection with my examination, no other matter except that referred to in the previous paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

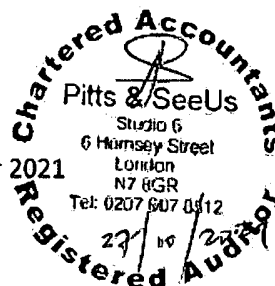
have not been met or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Anil Seechurn (FCCA, ACA, CTA)

Studio 6, 6 Hornsey Street, London, N7 8GR Dated: 27 October 2021



**Community Focus Inclusive Arts
Statement of Financial Activities
For the year ended 31 March 2021**

| | Note | Unrestricted funds £ | Restricted funds £ | Total funds 2021 £ | Total funds 2020 £ |
|--|-------|----------------------------|--------------------------|--------------------------|--------------------------|
| INCOME FROM: | | | | | |
| Donations & other income | 3 | 2,748 | 3,100 | 5,848 | 5,015 |
| Generated funds | 3 | 36,750 | 194,211 | 230,961 | 72,785 |
| Charitable activities | 4 | 22,109 | 1,679 | 23,788 | 165,574 |
| TOTAL INCOME | | 61,608 | 198,990 | 260,597 | 243,374 |
| EXPENDITURE ON CHARITABLE ACTIVITIES: | | | | | |
| Expenditure on raising funds | 5 | 7,880 | 32,113 | 39,993 | 36,536 |
| Expenditure on charitable activities | 5 | 13,767 | 110,555 | 124,322 | 183,024 |
| TOTAL EXPENDITURE | | 21,647 | 142,668 | 164,315 | 219,560 |
| NET INCOME FOR THE YEAR | | 39,960 | 56,322 | 96,282 | 23,814 |
| RECONCILIATION OF FUNDS: | | | | | |
| Total funds brought forward | 13,14 | (6,160) | 11,116 | 4,956 | (18,858) |
| Net movement in funds for the year | | 39,960 | 56,322 | 96,282 | 23,814 |
| TOTAL FUNDS CARRIED FORWARD | | 33,800 | 67,438 | 101,238 | 4,956 |


The statement of financial activities includes all gains and losses recognized in the year. All income and expenditure derive from continuing activities. Donations and other income have been accumulated for the prior period for comparability purposes.

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

**Community Focus Inclusive Arts
Statement of financial position
As at 31 March 2021**

| | Note | 2021 £ | 2020 £ |
|--------------------------------------|------|-----------------|-----------------|
| FIXED ASSETS | | | |
| Tangible assets | 8 | 8,000 | 8,250 |
| TOTAL FIXED ASSETS | | 8,000 | 8,250 |
| CURRENT ASSETS | | | |
| Debtors | 9 | 39,435 | 27,264 |
| Cash and cash equivalents | 10 | 109,475 | 10,503 |
| TOTAL CURRENT ASSETS | | 148,910 | 37,767 |
| NON-CURRENT LIABILITIES | | | |
| Loan | 11 | (18,000) | (18,000) |
| TOTAL NON-CURRENT LIABILITIES | | (18,000) | (18,000) |
| CURRENT LIABILITIES | | | |
| Creditors | 12 | (37,672) | (23,061) |
| TOTAL CURRENT LIABILITIES | | (37,672) | (23,061) |
| NET ASSETS | | 101,238 | 4,956 |
| FUNDS | | | |
| Unrestricted funds | 13 | 33,800 | (6,160) |
| Restricted funds | 14 | 67,438 | 11,116 |
| NET SURPLUS | | 101,238 | 4,956 |

For the financial year in question, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No member have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to the companies' subject to the small companies' regime.



Ajaz Ahmed

On Behalf of the Board of Trustees, 27 October 2021

Company Registration No: 7442636 & Registered Charity No. 1139259

Community Focus Inclusive Arts

Notes to the financial statements for the year ended 31 March 2021

1. Accounting policies

Community Focus Inclusive Arts, a public benefit entity, is incorporated in England & Wales as a company limited by guarantee not having a share capital. There are currently five Trustees who are also members of the company. The charity is a registered charity. The registered office is given on page 3 is principal place of business. The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements are prepared under the historical cost convention, in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities (FRS 102)" 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; and the Companies Act 2006. The Company meets the definition of a qualifying entity under FRS 102 and has therefore taken advantage of the disclosure exemption available to it in respect of its separate financial statements in relation to presentation of a cash flow statement.

b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and Charities SORP FRS 102 the restatement of comparatives items were required. No restatements were required, as none of the items required any changes.

c) Preparation of the accounts on a going concern basis

The charity reported net surplus of £101,238 (2020: £4,956) as at 31 March 2021, mainly attributed from the emergency funding received during the Covid pandemic. The surplus was attributable to reduced cost and increased funding, which although largely restricted, was exclusively used on charitable activities that extended into the 2021-22 financial period. The trustees are of the view that the measures taken after the year-end to generate increased funding and effective management of operating costs are expected to secure balancing position across segments and develop a sustainable future especially for the next 12 to 18 months and that on this basis, the charity is a going concern. The uncertain economic outlook is a significant area of financial uncertainty, which the trustees have mitigated by reviewing the programmes and driving explicit focus on successful programs including ARTiculate. A course pricing review is performed at the end of each term to ensure sustainability of services. The trustees remain in regular contact with sponsoring local authorities to secure their on-going financial support and London Borough of Barnet is key in this area, which has widely recognised work performed by the charity.

d) Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Community Focus Inclusive Arts

Notes to the financial statements for the year ended 31 March 2021 (continued)

e) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on raising funds includes the costs incurred in generating fundraising income and Expenditure on charitable activities includes:

- direct costs of delivering services associated with supply of our services to partners
- support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back-office costs, finance, personnel, payroll and governance costs which support the Trusts artistic programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.
- cost of generating funds, is those incurred in securing new program funding
- governance costs incurred to cover all associated compliance

f) Fund accounting

The charity holds unrestricted and restricted funds. The unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Trustees in furtherance of the general charitable objectives. The restricted funds are funds that are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for specific purpose. The cost of raising and administering such funds is charged against the specific fund.

g) Tangible fixed assets and depreciation

Tangible fixed assets are stated at historical cost, net of depreciation and any provision for impairment. Depreciation is provided at the annual rate to write off each asset over its expected useful life with straight-line method at 25%.

h) Cash

Cash at bank and cash in hand includes any short-term highly liquid investment with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

i) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognized at transaction value and subsequently measured at their settlement value.

j) Leases

The charity classifies the lease of printing as operating leases; the title to the equipment remains with the lessor and the equipment is replaced every 3 years whilst the economic life of such equipment is normally 5 years. Rental charges are charged on a straight-line basis over the term of the lease.

Community Focus Inclusive Arts
Notes to the financial statements for the year ended 31 March 2020 (continued)
k) Pension/Benefit to employees

The charity operates defined contribution scheme, which deduct agreed deductions from monthly payroll.

2. Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the events of the charity being wound up, at any time before, and in expectation of, the winding up or dissolution of the Charity, the Trustees may resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on the dissolution or winding up of the Charity be applied or transferred in (a) for purposes similar to the objects of the Charity; or (b) for use for particular purposes that fall within the objects of the Charity. In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity. If no resolution is passed in accordance with the above, the net assets of the Charity shall be applied for such purposes regarded as charitable under the law of every part of the UK as are directed by the Charity Commission.

3. Analysis of activities for generating funds

| | Unrestricted | Restricted | 2021 | 2020 |
|----------------------------|---------------------|-------------------|--------------|--------------|
| | £ | £ | £ | £ |
| Donations and other income | 2,748 | 3,100 | 5,848 | 5,015 |

| | Unrestricted | Restricted | 2021 | 2020 |
|-------------------------------------|---------------------|-------------------|----------------|---------------|
| | £ | £ | £ | £ |
| John Lyons Foundation | - | 4,300 | 4,300 | 34,000 |
| Young Barnet Foundsport | 1,750 | 9,016 | 10,766 | - |
| Arts Council | 35,000 | 124,903 | 159,903 | 10,733 |
| Young Harrow Foundation | - | - | - | 1,250 |
| Combat Loneliness | - | - | - | 1,625 |
| Prince of Wales Trust | - | - | - | 1,500 |
| The National Lottery Community Fund | - | - | - | 8,419 |
| Garfield Western Trust | - | - | - | 15,000 |
| City of London | - | 47,592 | 47,592 | - |
| Postcode Lottery | - | 1,400 | 1,400 | - |
| Tesco | - | 500 | 500 | - |
| Groundwork UK | - | 500 | 500 | - |
| Souter Charitable Trust | - | 3,000 | 3,000 | - |
| D'Oryle Charitable Trust | - | 3,000 | 3,000 | - |
| Waitrose | - | - | - | 258 |
| | 36,750 | 194,211 | 230,961 | 72,785 |

Community Focus Inclusive Arts

Notes to the financial statements for the year ended 31 March 2021 (continued)

4. Analysis of income from charitable activities

| | Unrestricted | Restricted | 2021 | 2020 |
|------------------------|---------------------|-------------------|---------------|----------------|
| | £ | £ | £ | £ |
| Outreach projects | 1,152 | - | 1,152 | 3,330 |
| LBB Short Breaks | - | 1,679 | 1,679 | 33,633 |
| Fees and subscriptions | 20,957 | - | 20,957 | 89,196 |
| Articulate | - | - | - | 26,114 |
| Good vibration | - | - | - | 4,646 |
| Miscellaneous income | - | - | - | 6,883 |
| Room hire | - | - | - | 604 |
| Others | - | - | - | 1,168 |
| | - | - | - | - |
| | 22,109 | 1,679 | 23,788 | 165,574 |

5. Analysis of expenditure on management and administration

| | Unrestricted | Restricted | 2021 | 2020 |
|---|---------------------|-------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Expenditure on raising funds | | | | |
| Salaries and wages | 4,332 | 12,997 | 17,329 | 16,875 |
| Direct fundraising costs | | 10,890 | 10,890 | - |
| Other support costs | 3,548 | 8,226 | 11,774 | 19,661 |
| | 7,880 | 32,113 | 39,993 | 36,536 |
| Expenditure on charitable activities | | | | |
| Salaries and wages | 1,444 | 14,085 | 15,529 | 22,747 |
| Direct charitable costs | 1,679 | 71,791 | 73,470 | 160,277 |
| Other support costs | 10,644 | 24,679 | 35,323 | - |
| | 13,767 | 110,555 | 124,322 | 183,024 |
| Total management and administration | 21,647 | 142,668 | 164,315 | 219,560 |

Community Focus Inclusive Arts

Notes to the financial statements for the year ended 31 March 2021 (continued)

6. Net expenditures for the year

| | 2021 | 2020 |
|--|-------------|-------------|
| | £ | £ |
| Net expenditure is stated after charging: | | |
| Depreciation of owned assets | 250 | 250 |
| Fees payable to the accountant for review of the annual report | 2,000 | 900 |

7. Analysis of staff costs, trustee remuneration and the cost of key management personnel

The average number of staff employed was 1 (2020: 3). The key management personnel consist of 3.

| | 2021 | 2020 |
|-----------------------------|---------------|---------------|
| | £ | £ |
| Salaries and wages (note 5) | 32,858 | 38,107 |
| Social security costs | - | 1,515 |
| Total staff costs | 32,858 | 39,622 |

No trustees received any remuneration during current and prior period.

8. Tangible fixed assets

| | Leasehold £ | Restricted equipment £ | Other equipment £ | Total £ |
|-------------------------|------------------------|---------------------------------------|----------------------------------|--------------------|
| Cost | | | | |
| At 1 April 2020 | 10,000 | 36,073 | 18,658 | 64,731 |
| At 31 March 2021 | 10,000 | 36,073 | 18,658 | 64,731 |
| Depreciation | | | | |
| At 1 April 2020 | 1,750 | 36,073 | 18,658 | 56,481 |
| Charge for the year | 250 | - | - | 250 |
| At 31 March 2021 | 2,000 | 36,073 | 18,658 | 56,731 |
| Net book value | | | | |
| At 31 March 2021 | 8,000 | - | - | 8,000 |
| At 31 March 2020 | 8,250 | - | - | 8,250 |

Community Focus Inclusive Arts

Notes to the financial statements for the year ended 31 March 2021 (continued)

9. Debtors

| | 2021 | 2020 |
|---------------|---------------|---------------|
| | £ | £ |
| Trade debtors | 39,435 | 27,264 |
| | 39,435 | 27,264 |

10. Cash and cash equivalent

| | 2021 | 2020 |
|------------------|----------------|---------------|
| | £ | £ |
| Current accounts | 73,538 | 10,025 |
| Reserve accounts | 35,396 | 423 |
| Cash | 541 | 55 |
| | 109,475 | 10,503 |

11. Loan

| | 2021 | 2020 |
|-----------------|---------------|---------------|
| | £ | £ |
| John McCafferty | 10,000 | 10,000 |
| Peter Soave | 8,000 | 8,000 |
| | 18,000 | 18,000 |

A loan facility was provided on interest free basis repayable in 36 months.

12. Creditors

| | 2021 | 2020 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 15,317 | 16,684 |
| Other creditors and accruals | 22,355 | 6,377 |
| | 37,672 | 23,061 |

13. Movement of unrestricted funds

| | £ |
|---|---------------|
| As at 1 April 2020 | (6,160) |
| Income from donations and other income (note 3) | 2,748 |
| Income from generating funds (note 3) | 36,750 |
| Income from charitable activities (note 4) | 22,109 |
| Sub-total | 55,447 |
| Expenditure on management and administration (note 5) | (21,647) |
| As at 31 March 2021 | 33,800 |

Community Focus Inclusive Arts
Notes to the financial statements for the year ended 31 March 2021 (continued)
14. Movement of restricted funds

| | Balance at 1 April 2020 | Incoming Resources (note 3,4) | Resources Expended (note 5) | Balance at 31 March 2021 |
|-----------------------------|----------------------------|-------------------------------------|-----------------------------------|-----------------------------|
| | £ | £ | £ | £ |
| John Lyons (a) | 2,699 | 4,300 | (6,999) | - |
| National Lottery (b) | 8,417 | - | (8,417) | - |
| Donations (c) | - | 3,100 | (3,100) | - |
| Young Barnet Foundsport (d) | - | 9,016 | (9,016) | - |
| Arts Council (e) | - | 124,903 | (60,465) | 64,438 |
| City of London (f) | - | 47,592 | (47,592) | - |
| Postcode Lottery (g) | - | 1,400 | (1,400) | - |
| Tesco (h) | - | 500 | (500) | - |
| Souter Charitable Trust (i) | - | 3,000 | (3,000) | - |
| D'Oyle Charitable Trust (j) | - | 3,000 | - | 3,000 |
| LB Barnet Short Breaks (k) | - | 1,679 | (1,679) | - |
| Groundworks UK (l) | - | 500 | (500) | - |
| | 11,116 | 198,990 | (142,688) | 67,438 |

- a) This funding slot was secured for a one-year project in conjunction with requirements from the fund. The charity will be running workshops for young and vulnerable people.
- b) This grant was received for holding summer event for old and vulnerable people.
- c) Donations made by individual persons (some past and present students) who stipulated that the funds were to be used specifically for projects. No individual donation was greater than £500.
- d) A grant for running various courses and projects for vulnerable young students.
- e) A grant made specifically for sustaining operations of Community Focus during the Covid Pandemic.
- f) A grant for running specific arts projects for young persons.
- g) Specific grant for assisting on project costs.
- h) Specific grant for assisting on project costs.
- i) Specific grant for project for arts activities for young persons.
- j) Specific grant to develop the Community Focus online platform.
- k) As a preferred partner to LB Barnet, this income is for specific approved projects for young and vulnerable persons in Barnet.
- l) Specific grant to develop the Community Focus online platform.

Community Focus Inclusive Arts

Notes to the financial statements for the year ended 31 March 2021 (continued)

15. Analysis of net debt between funds

| | General | Restricted | Total |
|-------------------------------|----------------|-------------------|----------------|
| | £ | £ | £ |
| Tangible assets (note 8) | 8,000 | - | 8,000 |
| Cash and cash equivalents | 109,475 | - | 109,475 |
| Other net current liabilities | | (16,237) | (16,237) |
| Total | 117,475 | (16,237) | 101,238 |

Financial commitments

The charity has no current borrowings or investments. Only relevance of the financial commitments includes operating lease commitments, which relate to building premises with expiry in 21 years. Total future minimum lease payments under non-cancellable operating leases:

| | 2021 | 2020 |
|-------------------------------|---------------|---------------|
| | £ | £ |
| Total lease commitment | 99,210 | 99,210 |

With effect from January 2020, the charity will be facing an increased annual building lease commitment which is subject to 5 years break by either party. No payments were made during the current accounting period due to the business disruptions.

16. Related party transactions

No trustee received payment for professional or other services supplied to the charity during the year (2020: £nil). Charity's Finance manager is the wife of the treasurer and in her own right is a qualified Chartered Accountant, who charges significantly less than the market rate to the charity for her business support services. Total charges paid by the charity for the Finance manager services was £3,000 for the full accounting period.