# ENTERPRISE MUSIC SCOTLAND COMPANY LIMITED BY GUARANTEE UNAUDITED FINANCIAL STATEMENTS 30TH SEPTEMBER 2014

#### **Charity Number SC020803**



#### **THE A9 PARTNERSHIP LIMITED**

Chartered Accountants
Abercorn School
Newton
Broxburn
EH52 6PZ

#### FINANCIAL STATEMENTS

CONTENTS	PAGE
Members of the Board and professional advisers	1
Trustees Annual Report	2
Independent examiner's report to the trustees and members	4
Statement of Financial Activities	5
Income and Expenditure Account	6
Balance sheet	7
Notes to the financial statements	8
The following pages do not form part of the financial statements	
Detailed statement of financial activities	15

#### MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name

Enterprise Music Scotland

**Charity number** 

SC020803

Company registration number

SC141360

**Trustees** 

Robert Alexander (chairman)

Keith Bruce

Thomas Chadwick

John Fox

Anne Cumberland Hilary Payne Christine Tait James Munro Oliver Searle Stewart Aitken Catherine Earnshaw

Secretary

Robert Alexander

Independent examiner

Victoria R Walsh, CA Abercorn School

Newton Broxburn EH52 6PZ

Bankers

Bank of Scotland Plc

1 Mid Stocket Road

Aberdeen AB15 5JL

#### TRUSTEES ANNUAL REPORT

#### YEAR ENDED 30TH SEPTEMBER 2014

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30th September 2014.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

#### THE TRUSTEES

The trustees who served the charity during the period were as follows:

Robert Alexander (chairman)
Keith Bruce
Anne Cumberland
Hilary Payne
Christine Tait
James Munro
Oliver Searle
Stewart Aitken
Catherine Earnshaw

Thomas Chadwick

John Fox

(Appointed 6th December 2013)

(Appointed 6th December 2013)

#### INTRODUCTION

Enterprise Music Scotland Limited aims to represent and support the work of all bodies and individuals involved in the promotion of chamber music in Scotland. The main source of income is Creative Scotland. The company makes grants to music societies and other groups with the aim of encouraging concerts and recitals of chamber music as well as offering support to musicians and composers involved in the production of chamber music.

#### **LEGAL STATUS**

Enterprise Music Scotland Limited is a company registered in Scotland and Limited by Guarantee. It was established in 1992. Enterprise Music Scotland Limited is also a registered charity.

#### **OBJECTIVES**

The charitable purposes of the company seek to advance the education of the public in all aspects of chamber music and to give support to the musicians providing it.

#### **ORGANISATION**

The membership of the company is made up of individual directors dedicated to the promotion of chamber music in Scotland. The Board of Directors consists of directors representing music clubs and directors nominated by the Board to ensure a skills balance. The Board meets on six occasions during the year and sub committees are utilised to run specific activities as and when required.

The organisation has Registered Interest Parties consisting of music clubs, musicians and composers and they are involved in the various activities of the organisation.

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 30TH SEPTEMBER 2014

#### **ACHIEVEMENTS AND PERFORMANCE**

In the year ended 30 September 2014, the company supported 73 music clubs who provided concerts with an audience of 47,289 estimated attendees. In addition a substantial number of education workshops were organised to introduce children to chamber music.

Enterprise Music Scotland received core funding from Creative Scotland to enable it to conduct its chamber music activities and in addition grants were received for several non core activities, the most notable of which was an education conference held in Glasgow in 2014. Our activities are restricted by the funding we receive and for the three years from 1st April 2015, Creative Scotland have confirmed the continuance of support of £225,000 per annum. This will certainly not allow any expansion of our activities and the directors in conjunction with our part time staff will be considering how best we can in fact maintain the activity we have been supporting.

During the year, Creative Scotland asked us to continue to manage funds for Tradarts, but the grant recently made available has been reduced and we now know that we will not be continuing to manage any Tradarts funds going forward.

The Board continues to examine its own development and governance as well as overseeing the management of the company. The directors are grateful for the support of the part time staff and the intelligent postbox supported by The A9 Partnership Limited.

#### **FINANCIAL CONTROLS**

The finances of the organisation are controlled by two members of the Board. Monthly management accounts are prepared and a financial report is tabled at each meeting of the Board who are aware of the possible risks facing the company. The Board has sufficient reserves to enable the short-term continuation of activities, or an organised run-down of activities, should our main source of funding be unexpectedly withdrawn.

#### INDEPENDENT EXAMINER

Victoria R Walsh, CA has been re-appointed as independent examiner for the ensuing year.

Registered office: Abercorn School Newton Broxburn Lothian EH52 6PZ Signed by order of the trustees

ROBERT ALEXANDER Charity Secretary

5<sup>th</sup> December 2014

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF ENTERPRISE MUSIC SCOTLAND (continued)

#### YEAR ENDED 30TH SEPTEMBER 2014

I report on the accounts of the charity for the year ended 30th September 2014 which are set out on pages 5 to 13.

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Enterprise Music Scotland for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (the 2006 Accounts Regulations). The charity's trustees consider that the audit requirements of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

#### **BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

My examination is carried out in accordance with the Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

#### INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Victoria R Walsh

Victoria R Walsh, CA Independent Examiner

Abercorn School Newton Broxburn EH52 6PZ

5<sup>th</sup> December 2014

#### STATEMENT OF FINANCIAL ACTIVITIES

#### YEAR ENDED 30TH SEPTEMBER 2014

INCOMING RESOURCES	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Grants and donations received Investment income Incoming resources from	2 3	259,258 411	35,000 –	294,258 411	393,853 804
charitable activities	4	12,608		12,608	13,610
TOTAL INCOMING RESOURCES		272,277	35,000	307,277	408,267
RESOURCES EXPENDED					
Charitable activities Governance costs	5/6 7	(255,420) (4,842)	(94,089) —	(349,509) (4,842)	(361,429) (6,556)
TOTAL RESOURCES EXPENDED		(260,262)	(94,089)	(354,351)	(367,985)
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR	8	12,015	(59,089)	(47,074)	40,282
RECONCILIATION OF FUN Total funds brought forward	_	113,001	94,089	207,090	166,808
TOTAL FUNDS CARRIED FORWARD		125,016	35,000	1 <u>60,016</u>	207,090

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

#### INCOME AND EXPENDITURE ACCOUNT

#### YEAR ENDED 30TH SEPTEMBER 2014

	2014		2013	
INCOME TOTAL EXPENDITURE	Note	£	<b>£</b> 306,866 (354,351)	£ 407,463 (367,985)
OPERATING (DEFICIENCY)/SURPLUS	8		(47,485)	39,478
OTHER INCOME Interest receivable and similar income	3		411	804
(DEFICIT)/RETAINED SURPLUS FOR THE FIN	NANCIAL		(47,074)	40,282

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

#### **BALANCE SHEET**

#### 30TH SEPTEMBER 2014

Note £ £ £ FIXED ASSETS	
TIALD AGGLIG	105
Tangible assets 11 4,990 7,	105
CURRENT ASSETS	
Debtors       12       3,858       27,3         Cash at bank       167,171       209,6	324 658
171,029 236,9 CREDITORS: Amounts falling due within one year 13 (16,003) (37,0	
. (07,000)	
NET CURRENT ASSETS 155,026 199,9	905
TOTAL ASSETS LESS CURRENT LIABILITIES 160,016 207,6	090
NET ASSETS 160,016 207,6	090
FUNDS Restricted income funds 14 35,000 94,0	വളവ
Unrestricted income funds 15 125,016 113,6	
TOTAL FUNDS 160,016 207,0	090

For the year ended 30th September 2014 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Trustees' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee and authorised for issue on the 5<sup>th</sup> December 2014 and are signed on-their behalf by:

Robert Alexander Chairman

Company Registration Number: SC141360

The notes on pages 8 to 13 form part of these financial statements.

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 30TH SEPTEMBER 2014

#### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Fixed assets

All fixed assets are initially recorded at cost.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Web site costs and equipment -

25% per annum straight line

#### **Grants provided**

Grants are recorded as they are paid. In respect of the unrestricted funds grants, any funds not distributed at the balance sheet date are held within creditors in the accounts. In respect of the Restricted Funds, the balance held for future grants and budgeted costs, is held as Restricted Funds within the Balance Sheet.

#### **Grants received**

Unrestricted Funds grants are credited to the Income and Expenditure Account on an accruals basis. Restricted Funds grants are credited to the Income and Expenditure Account to match the Grants Provided and the relevant budgeted costs.

#### Income from the Scottish Tours Book

Income relating to the Scottish Tours Book is included in revenue in the period in which the book is published.

#### Other Income

All other income is credited to the Statement of Financial Activities in the year to which it relates.

#### **Allocation of Income**

All other income except for grant income is allocated to unrestricted income funds unless there are restrictions attached to the income where upon it is allocated to restricted funds.

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 30TH SEPTEMBER 2014

#### 1. ACCOUNTING POLICIES (continued)

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to those activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

#### **Deferred** income

The receipt in advance of a donation for expenditure that must take place in a future accounting period is accounted for as deferred income and is recognised as a liability until the accounting period in which the charity is allowed by the condition to expend the resource.

#### 2. GRANTS AND DONATIONS RECEIVED

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2014	2013
	£	£	£	£
Donations Donations and sundry income Grants receivable	2,936	_	2,936	13,593
Creative Scotland PRS	256,322	35,000	291,322	379,860
	—	-	–	400
	259,258	35,000	294,258	393,853

#### 3. INVESTMENT INCOME

	Unrestricted		
	Funds £	2014 £	2013 £
Bank interest receivable	411	411	804

#### 4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

Unrestricted	Total Funds	Total Funds
Funds	2014	2013
£	£	£
1,625	1,625	1,505
10,983	10,983	12,105
12,608	12,608	13,610
	Funds £ 1,625 10,983	Funds 2014 £ £ 1,625 1,625 10,983 10,983 12,608 12,608

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 30TH SEPTEMBER 2014

#### 5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Grants distributed	148,591	_	148,591	147,819
Workshop, residencies and other				
projects	21,727	4,066	25,793	44,429
Chamber Music Day	(42)	_	(42)	9,692
Tradarts	· <del>-</del>	90,023	90,023	77,925
Advertising and newsletters	1,115	_	1,115	450
Scottish Tours Conference	13,671	_	13,671	2,940
Scottish Tours Book	4,020	_	4,020	4,140
Support costs	66,338		66,338	74,034
	255,420	94,089	349,509	361,429

#### 6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Grants distributed £	Support costs £	Total Funds 2014 £	Total Funds 2013 £
Grants distributed	_	148,591	59,769	208,360	211,494
Workshop, residencies					
and other projects	25,794	_	1,921	27,715	45,859
Chamber Music Day	(42)	_	_	(42)	9,692
Tradarts	· <del>-</del>	90,022	4,066	94,088	86,398
Advertising and					
newsletters	1,115	_	582	1,697	906
Scottish Tours					
Conference	13,671	_	_	13,671	2,940
Scottish Tours Book	4,020			4,020	4,140
	44,558	238,613	66,338	349,509	361,429
					<del></del>

During the year the charity made grants to music societies throughout Scotland. The charity also paid grants to individuals and organisations as part of the Traditional Arts Small Grants project.

#### 7. GOVERNANCE COSTS

	Unrestricted	Total Funds	Total Funds
	Funds	2014	2013
	£	£	£
Accountancy fees	174	174	570
Independent examiners fees	960	960	1,800
Legal fees	_	_	1,188
Bank charges	10	10	_
Costs of trustee meetings and AGM	2,258	2,258	1,965
Travelling expenses	1,440	1,440	1,033
	4,842	4,842	6,556

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 30TH SEPTEMBER 2014

#### 8. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

2014	2013
£	£
2,468	3,339
960	1,800
	<b>£</b> 2,468

#### 9. FUND TRANSFERS

The trustees transfer sums between the funds in accordance with the terms upon which restricted income is received.

#### 10. STAFF COSTS AND EMOLUMENTS

#### Total staff costs were as follows:

	2014 £	2013 £
Wages and salaries	44,911	47,335
Social security costs	2,123	2,454
	47,034	49,789

#### Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2014	2013
	No	No
Number of administrative staff	3	3

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

#### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 30TH SEPTEMBER 2014

#### 11. TANGIBLE FIXED ASSETS

				Plant and m	nachinery etc. £
	COST At 1st October 2013 Additions Disposals				13,336 273 (3,749)
	At 30th September 2014				17,358
	DEPRECIATION At 1st October 2013 Charge for the year On disposals				6,151 2,468 (3,749)
	At 30th September 2014				12,368
	NET BOOK VALUE At 30th September 2014				4,990
	At 30th September 2013				7,185
12.	DEBTORS				
				2014 £	2013 £
	Trade debtors Prepayments			3,500 358	26,599 725
				3,858	<u>27,324</u>
13.	CREDITORS: Amounts falling	due within one	year		
				2014 £	2013 £
	Trade creditors PAYE and social security Other creditors Accruals			10,000 703 190 5,110	10,000 1,066 1,178 24,833
				16,003	37,077 ———
14.	RESTRICTED INCOME FUNDS	<b>;</b>			
		Balance at 1 Oct 2013 £	Incoming resources £	Outgoing resources £	Balance at 30 Sep 2014 £
	The Traditional Arts Small Projects Fund	94,089	35,000	(94,089)	35,000

#### **NOTES TO THE FINANCIAL STATEMENTS**

#### YEAR ENDED 30TH SEPTEMBER 2014

#### 15. UNRESTRICTED INCOME FUNDS

	Balance at	Incoming	Balance at
	1 Oct 2013	resources	30 Sep 2014
	£	£	£
General Funds	113,001	12,015	125,016

#### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds:			
The Traditional Arts Small Projects Fund	_	35,000	35,000
Unrestricted Income Funds	4,990	120,026	125,016
Total Funds	4,990	155,026	160,016

#### 17. RELATED PARTY TRANSACTIONS

The charity is controlled by a Board of Directors and Trustees. There is no share capital which could form the basis of a controlling interest. Therefore there is no ultimate controlling party or transactions with related parties which require to be disclosed per the Financial Reporting Standard for Smaller Entities.

During the year the company paid £1,440 (2013 - £1,033) to the trustees. This was mainly for travel expenses to attend company meetings and workshops. None of the trustees received any remuneration.

#### 18. COMPANY LIMITED BY GUARANTEE

Members of the company undertake to contribute to the assets of the company in the event of the same being wound up during the time that they are members, or within one year afterwards for payment of the debts and liabilities of the company contracted before the time at which they cease to be members and of the costs, charges and expenses of winding up the same and for the adjustment of the rights of contributories themselves, such amount as may be required not exceeding £1.

**MANAGEMENT INFORMATION** 

YEAR ENDED 30TH SEPTEMBER 2014

The following pages do not form part of the statutory financial statements which are the subject of the independent examiner's report on page 4.

#### **DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

	2014 £	2013 £
INCOMING RESOURCES		
GRANTS AND DONATIONS RECEIVED	2.026	12 502
Donations and sundry income Creative Scotland	2,936 291,322	13,593 379,860
PRS	-	400
	204.259	
•	294,258	393,853
INVESTMENT INCOME	•	
Bank interest receivable	411	804
INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		
Scottish Tours Conference income	1,625	1,505
Scottish Tours Book income	10,983	12,105
	12,608	13,610
TOTAL INCOMING RESOURCES	307,277	408,267
RESOURCES EXPENDED CHARITABLE ACTIVITIES		
Grants distributed	94,670	86,854
Staff costs - Wages & Salaries	44,911	47,335
Staff costs - Employer's NIC	2,123	2,454
Establishment - Insurance	390	388
Motor and travel costs - Other Legal & professional - Other	13,671	2,940
Office expenses - Telephone	148,591 2,405	147,819 1,663
Office expenses - Other	10,544	22,128
Depreciation	2,468	3,339
Secretarial costs	3,942	2,080
Workshop, residencies and other project costs	25,794	44,429
	349,509	361,429
COVERNANCE COSTS		
GOVERNANCE COSTS Accountancy fees	174	570
Independent examiners fees	960	570 1,800
Legal fees	_	1,188
Bank charges	10	-,,,,,,
Costs of trustee meetings and AGM	2,258	1,965
Travelling expenses	1,440	1,033
	4,842	6,556
TOTAL DECOLIDATE EVENINES	054.054	
TOTAL RESOURCES EXPENDED	354,351	367,985

#### **DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

	2014	2013
·	£	£
NET (OUTGOING)/INCOMING RESOURCES FOR		<del></del>
THE YEAR	(47,074)	40,282

#### **DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

	2014 £	2013 £
CHARITABLE ACTIVITIES Grants distributed Grants distributed Chamber music grants	148,591	147,819
Support costs Staff costs - Wages & Salaries Staff costs - Employer's NIC Insurance General Office expenses Depreciation Secretarial costs	42,990 2,123 390 2,405 5,451 2,468 3,942 59,769	45,905 2,454 388 1,663 7,846 3,339 2,080 63,675
	208,360	211,494
Workshop, residencies and other projects	<u> </u>	<u> </u>
Activities undertaken directly Workshop, residencies and other project costs	25,794	44,429
Support costs Staff costs - Wages & Salaries	1,921 27,715	1,430 45,859
Chamber Music Day Activities undertaken directly Chamber music day	(42)	9,692
Tradarts Grants distributed Tradarts grants	90,022	77,925
Support costs Tradarts management	4,066 94,046	8,473 96,090
Advertising and newsletters	***************************************	
Activities undertaken directly Advertising and newsletters	1,115	450
Support costs Website costs	582	456
	1,697	906
Scottish Tours Conference Activities undertaken directly Scottish tours conference	13,671	2,940

#### **DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

	2014	2013
	£	£
Scottish Tours Book		
Activities undertaken directly		
Scottish tour book	4,020	4,140
	349,509	361,429