

Registered charity number
SC020305

Registered company number
SC180118

WHALE, The Arts Agency

Report and Accounts

31 March 2004



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WHALE, The Arts Agency
Report and accounts
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WHALE, The Arts Agency
Legal and Administrative Information

The Board of Directors

D Atkinson
R Harper (appointed 30 October 2003)
S Hashwa (appointed 30 October 2003)
D MacKinnon
L McLean
J Macmillan (appointed 30 October 2003)
M Mitchell (appointed 30 October 2003)
G Shiels
B Winton

A Brannigan (*resigned 30 October 2003*)
S Johnson (*resigned 30 October 2003*)
D Moss (*resigned 30 October 2003*)
E Muir (*resigned 30 October 2003*)

Secretary

M Mitchell (appointed 30 October 2003)

M Donnachie (*resigned 30 October 2003*)

Auditors

Owen & Co
Chartered Accountants and Registered Auditors
41 Ashley Terrace
EDINBURGH
EH11 1RY

Bankers

Bank of Scotland
206 St Johns Road
Edinburgh
EH12 8SH

Registered office

WHALE Learning Centre
30 Westburn Grove
Edinburgh
EH14 2SA

Registered number

SC180118

WHALE, The Arts Agency

Report of the Board of Directors

The directors present their report and accounts for the year ended 31 March 2004.

Legal Status

WHALE, The Arts Agency is a company limited by guarantee having no share capital, and is governed by a Memorandum and Articles of Association dated 13 December 1999. The service is registered as a charity by the Inland Revenue, in Scotland, charity number SC020305.

The manager has day-to-day control of the charity and reports to the Board of Directors. In addition she manages full-time and part-time staff members with sessionally paid workers. The company is also supported in our work by the assistance of volunteers.

Objectives

WHALE, The Arts Agency aims to advance education and knowledge among the people of Wester Hailes and the surrounding area, by delivering life long learning and inclusive routes into education and by becoming a best practice model of service delivery.

Review of the year

A detailed description of the work undertaken by the charity during the year is contained within the Annual Report.

Reserves policy

The directors have acknowledged the recommendation of the Charity Commission that the charity needs to hold 3 months' operating expenditure in reserves. The directors consider this to be a challenging target for the charity to achieve but are committed to working towards this.

Risk review

The Board of Directors have conducted their own review of the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate those risks.

Members of the Board of Directors

Members of the Board of Directors are directors for the purpose of company law and trustees for the purpose of charity law. Those members who served during the year and up to the date of this report are set out on page 1.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

Responsibilities of the Board of Directors

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the profit or loss for that period. In preparing those accounts, the directors are required to:

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

WHALE, The Arts Agency
Report of the Board of Directors

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 1985. 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.

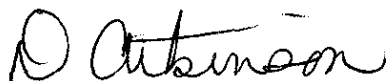
Auditors

Owen & Co have expressed their willingness to continue as the charitable company's auditors.

Small company special provisions

The report of the directors has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on ^{Also 25} 4 October 2004.



D Atkinson
Director

WHALE, The Arts Agency
Independent auditors' report
to the Board of WHALE, The Arts Agency

We have audited the accounts of WHALE, The Arts Agency for the year ended 31 March 2004 which comprise pages 6 to 11. These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the directors, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the directors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the directors as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The directors also act as Trustees for the charitable activities of WHALE, The Arts Agency. As described in the Statement of Directors' Responsibilities the directors are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards. This report, including the opinion, has been prepared for and only for the directors as a body in accordance with Section 235 of the Companies Act 1985 and for no other purpose. We do not, in giving this opinion, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or in to whose hands it may come save where expressly agreed by our prior consent in writing.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the accounts, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Directors' Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

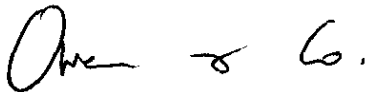
We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

WHALE, The Arts Agency
Independent auditors' report
to the Board of WHALE, The Arts Agency

Opinion

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31 March 2004 and of its incoming resources and application of resources, including its income and expenditure, the surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Owen & Co
Registered Auditors
41 Ashley Terrace
EDINBURGH
EH11 1RY

Mo 25
4 October 2004

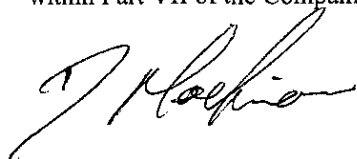
WHALE, The Arts Agency**Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 31 March 2004**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2004 £	Total funds 2003 £
Incoming resources					
Donations	2	20,430	-	20,430	20,633
Activities to further the charity's objects:					
grants received	3	20,980	308,245	329,225	250,881
Interest receivable		1,172	455	1,627	1,823
Other income		9,014	1,408	10,422	3,629
Total incoming resources		<u>51,596</u>	<u>310,108</u>	<u>361,704</u>	<u>276,966</u>
Resources expended					
Costs of activities in furtherance of charity's objects:					
direct charitable expenditure		6,272	247,214	253,486	202,928
support costs		1,583	62,383	63,966	51,208
management and administration		2,585	-	2,585	2,585
Total resources expended	4	<u>10,440</u>	<u>309,597</u>	<u>320,037</u>	<u>256,721</u>
Net movements in funds	5	41,156	511	41,667	20,245
Total funds at 1 April 2003		8,090	912,276	920,366	900,121
Total funds at 31 March 2004		<u>49,246</u>	<u>912,787</u>	<u>962,033</u>	<u>920,366</u>

WHALE, The Arts Agency
Balance Sheet
as at 31 March 2004

	Notes	2004 £	2003 £
Fixed assets			
Tangible assets	8	830,047	830,047
Current assets			
Debtors	9	5,075	1,428
Cash at bank and in hand		<u>143,805</u>	<u>100,575</u>
		148,880	102,003
Creditors: amounts falling due within one year	10	(16,894)	(11,684)
Net current assets		<u>131,986</u>	<u>90,319</u>
Net assets		<u><u>962,033</u></u>	<u><u>920,366</u></u>
Unrestricted funds		49,246	8,090
Restricted funds	12	912,787	912,276
Total funds		<u><u>962,033</u></u>	<u><u>920,366</u></u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985.



D MacKinnon

Director

Approved by the board on ^{Nov 25} 4 October 2004

WHALE, The Arts Agency
Notes to the Accounts
for the year ended 31 March 2004

1 Accounting policies

Basis of preparation of accounts

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice, issued in October 2000.

Voluntary income

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants

Grants including grants for the purpose of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Charitable expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the financial categories of resources expended in the Statement of Financial Activities in full. The charity is not registered for VAT and accordingly costs are shown gross of irrecoverable VAT.

Depreciation

No depreciation has been provided during the year.

Unrestricted funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are receivable as general funds.

Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund, together with a fair allocation of management and support costs.

Pensions

WHALE, The Arts Agency participates in the Pension Trust SCVO Final Salary Pension Scheme for one employee. The scheme is a multi employer defined benefit scheme. The scheme is funded and is contracted out of the state scheme. Pension costs are assessed in accordance with actuarial advice and based on the most recent valuation of the scheme. These costs are accounted for on the basis of charging the cost of providing the pensions over the period during which the charity benefits from the employee's services.

All other employees organise their own pension scheme, which WHALE contributes towards.

WHALE, The Arts Agency
Notes to the Accounts
for the year ended 31 March 2004

2 Donations	Unrestricted £	Restricted £	2004 Total £	2003 Total £
General donations	20,430	-	20,430	20,633

3 Incoming resources from activities to further the charity's objects	Unrestricted £	Restricted £	2004 Total £	2003 Total £
Capital City Partnership	-	70,655	70,655	83,124
ArtCentral	-	109,133	109,133	57,690
Altern8	-	42,526	42,526	-
Access Course	-	-	-	21,045
ARTiculate	-	52,151	52,151	41,858
OOSHLA	-	18,680	18,680	8,833
Other projects	-	15,100	15,100	38,331
General grants	20,980	-	20,980	-
	20,980	308,245	329,225	250,881

4 Total resources expended	Direct Charitable £	Support Costs £	Manage't and Admin £	2004 Total £	2003 Total £
Direct project costs	64,843	16,363	-	81,206	80,331
Staff costs	146,663	37,010	-	183,673	129,702
Premises	21,483	5,421	-	26,904	24,189
Office costs	10,736	2,709	-	13,445	13,575
Travel	1,784	450	-	2,234	3,539
Accountancy	-	-	2,585	2,585	2,585
Other costs	7,977	2,013	-	9,990	2,800
	253,486	63,966	2,585	320,037	256,721

5 Net incoming resources for the year	2004 £	2003 £
This is stated after charging:		
Auditors' remuneration	750	750

WHALE, The Arts Agency
Notes to the Accounts
for the year ended 31 March 2004

6 Staff costs	2004	2003
	£	£
Gross wages and salaries	164,301	113,818
Employers NI	14,035	9,469
Pension costs	5,337	6,415
Total salaries and wages	<u>183,673</u>	<u>129,702</u>

No employee received emoluments of more than £50,000.

The average number of employees during the year was 10 (2003: 7).

7 Taxation

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

8 Tangible fixed assets

	Land and buildings £	Plant and machinery £	Total £
Cost			
At 1 April 2003	796,038	34,009	830,047
Additions	-	-	-
At 31 March 2004	<u>796,038</u>	<u>34,009</u>	<u>830,047</u>
Depreciation			
At 1 April 2003	-	-	-
Charge for the year	-	-	-
At 31 March 2004	<u>-</u>	<u>-</u>	<u>-</u>
Net book value			
At 31 March 2004	<u>796,038</u>	<u>34,009</u>	<u>830,047</u>
At 31 March 2003	<u>796,038</u>	<u>34,009</u>	<u>830,047</u>

9 Debtors	2004	2003
	£	£
Trade debtors	5,040	1,428
Other debtors	35	-
	<u>5,075</u>	<u>1,428</u>

WHALE, The Arts Agency
Notes to the Accounts
for the year ended 31 March 2004

10 Creditors: amounts falling due within one year	2004	2003
	£	£
Trade creditors	6,597	2,835
Other taxes and social security costs	3,873	-
Other creditors	6,424	8,849
	<u>16,894</u>	<u>11,684</u>

11 Analysis of net assets

	Fixed assets	Current assets	Current liabilities	Total funds
	£	£	£	£
Unrestricted funds	-	55,549	(6,303)	49,246
Restricted funds	830,047	93,331	(10,591)	912,787
	<u>830,047</u>	<u>148,880</u>	<u>(16,894)</u>	<u>962,033</u>

12 Movements in funds

	At 1 April 2003	Incoming resources	Outgoing resources	At 31 March 2004
	£	£	£	£
Capital City Partnership	-	70,655	(70,655)	-
ArtCentral	14,007	110,416	(105,474)	18,949
Altern8	-	42,526	(35,974)	6,552
Access Course	5,220	-	(5,220)	-
ARTiculate	8,134	52,276	(48,525)	11,885
OOSHLA	-	18,680	(18,680)	-
Other projects	1,306	15,100	(16,890)	(484)
Building fund	883,609	455	(8,179)	875,885
	<u>912,276</u>	<u>310,108</u>	<u>(309,597)</u>	<u>912,787</u>

13 Company limited by guarantee

The members have each agreed to contribute £1 in the event of the company being wound up.