

# ADEC

Arts Development East Cambridgeshire

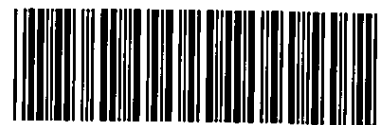
(A Company Limited by Guarantee)

Financial Statements

for the year ended 31 March 2009

Company registration 2999055  
Registered Charity number 1043197

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Registered Office            The Babylon Gallery  
   Babylon Bridge  
   Waterside  
   Ely  
   Cambs CB7 4AU

Registered Charity Number    1043197

Company Number                2999055

Chairman                         Mr A O'Hanlon

Company Secretary             Jane Wilson

Independent Examiner         Mr T J Smith  
   Richmond House  
   Broad Street  
   Ely  
   Cambridgeshire  
   CB7 4AH

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## Reference and Administrative Information

Charity Name: Arts Development in East Cambridgeshire (ADeC)

Charity registration number: 1043197

Company registration number: 2999055

Registered Office and  
Operational address  
Babylon Gallery  
Waterside  
Ely  
Cambridgeshire  
CB7 4AU

## Members of the Board of Trustees

Cllr A Bailey	resigned February 2009
Mrs B Bendon	resigned July 2008
Mrs V Churchman	Joint Treasurer
Ms M Gillies	resigned April 2008
Mr M Green	resigned February 2009
Mr A Haines	
Mr A O Hanlon	Joint Vice Chair (Chair from March 2009)
Mr S Hawes	resigned September 2008
Mr R Haysom	resigned April 2008
Ms G Leeper	resigned September 2008
Ms T McGinn	Joint Vice Chair
Mr R Moore	
Mr P Philpott	resigned September 2008
Mr D Schumann	Chair (resigned March 2009)
Mrs J Weaver	Joint Treasurer

## Secretary

Ms J Wilson

## Chief Executive

Ms J Wilson

## Independent Examiner

Mr T J Smith  
Richmond House, Broad Street, Ely, Cambridgeshire, CB7 4AH

## Bankers

HSBC  
5 Buttermarket, Ely, Cambridgeshire, CB7 4PA



## Report of the board of trustees for the year ended 31 March 2009

### Structure, Governance and Management

#### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 7 December 1994 and registered as a charity on 10 January 1995.

The company was established under a memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### Recruitment and Appointment of the Board of Trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association members of the board of trustees are elected to serve for a period of three years after which they can offer themselves for re-election at the next Annual General Meeting. East Cambridgeshire District Council is entitled to appoint one trustee to the board of trustees.

The board of trustees aims to maintain a broad mix of business, artistic and community based skills, and to this end, an audit of trustee skills is carried out on a regular basis. When particular skills are lost, individuals with the relevant skills are approached to offer themselves for election to the board of trustees.

#### Trustee Induction and Training

Potential trustees are provided with an information pack, including information about the structure and activities of the charity, and the role of the trustee in the operation of the charity, and are invited to visit ADeC and meet the staff team. All trustees are regularly invited to attend events and activities run by the charity.

#### Risk Management

The Board of directors has conducted a review of the major risks to which the charity is exposed. A risk register has been established which is reviewed annually. Where appropriate, systems have been established to mitigate the risks faced by the charity. External risks to funding have led to the development of a strategic plan, which allows for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

#### Organisational Structure

ADeC has a board of trustees of up to 15 members who meet six times a year and are responsible for the strategic direction and policy of the charity. At present the committee has fifteen members from a variety of backgrounds relevant to the work of the charity. The secretary also sits on the board but has no voting rights.

The board is accountable for the general management of ADeC, and responsible for the direction of its affairs; it determines all policy matters including ADeC's strategy, Business Plan and Budget, and the Board determines the delegated powers to its chair and sub-committees. Sub-committees report to the board, and a sub-committee may authorise its chair to take appropriate executive action.

There are three active sub-committees: the Management and Grants sub committee, the Finance sub-committee and the Projects sub-committee, The Management and Grants Committee meets monthly and has two roles: it monitors the operation of the charity and reports to the board of trustees; and it assesses applications for grants and guarantees against loss received by the charity. The chair, vice-chair and treasurer plus at least two other trustees make up the Management and Grants sub-committee, which has



a quorum of three. The Finance sub-committee meets regularly to monitor the finances of the charity, reporting back to the Management and Grants sub-committee and to the main board. The projects sub-committee meets quarterly to oversee the delivery of the current projects and to monitor the development of future projects, reporting back to the main board. In addition there is currently one working group, the premises group, which is investigating options for future premises for ADeC. This group meets as necessary and reports back to the main board.

Day to day responsibility for the provision of services is delegated to the Chief Executive, who is responsible for ensuring that the charity delivers the services specified in the annual delivery plan and that key performance indicators are met.

#### **Related Parties**

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. These policies fall into two main categories: arts and cultural policy, and broader non-arts policies, where the arts are able to play a positive role in meeting policy needs. The chief executive of the charity sits on the Cambridgeshire and Peterborough Arts Development Officers Group (CAPADOG), which facilitates partnership working across Cambridgeshire and Peterborough.

#### **Objects and Activities**

The company's objects are to:

To promote, maintain and encourage the arts, including without limitation, the arts of drama, dance, visual art, literature and film, for the advancement of education and to encourage public understanding of the arts, in the Eastern region of England.

In order to meet the objects the Board of Trustees have developed strategies to deliver a flexible and responsive programme of arts events, projects and support activities. The artistic programme includes the direct provision of events and projects across a wide range of art forms, and development support for other organisations and individuals providing arts activities. The different elements of the programme are detailed below:

#### **Live performance – Music, Drama and Dance**

ADeC programmes and promotes a range of live events, focused on providing local access to high quality arts. From April 2008 the main venue in East Cambridgeshire, the Maltings, Ely, was closed for refurbishment, and a number of alternative venues were used over the year to maintain the programme, including family theatre, music, comedy and young people's events. East Cambridgeshire District Council awarded the contract for the operation of the Maltings to Compass in late 2008 and negotiations were concluded by the end of the year for the resumption of programming within the Maltings from its re-opening in April 2009.

#### **[act] rural touring service**

This is the rural touring scheme for Cambridgeshire, which supports local voluntary promoters to bring professional performances to their communities, by providing a menu of touring artists at a subsidised rate, backed up with event management and marketing support. The touring scheme continued to operate throughout the year, funded by Cambridgeshire County Council, East Cambridgeshire District Council (through their partnership agreement with ADeC), Fenland District Council, Huntingdonshire District Council and South Cambridgeshire District Council.

#### **Film (including Ely Cinema)**

ADeC operates Ely Cinema in the Maltings, Ely. This provision is provided to meet the local need for cinema, particularly for people who would find the journey to full-time cinemas in Cambridge or elsewhere difficult. Ely Cinema is supported by volunteers, who provide in region of 100 hours a month to help promote and steward the cinema programme. The closure of the Maltings as outlined above had a significant effect on the film programme, as no other venue suitable for regular film screenings could be



identified in the local area. A limited film programme was maintained through a combination of outdoor screenings, monthly small scale screenings in the Babylon Gallery space, and one-off venue screenings. The successful negotiations with Compass during the year led to the re-opening of Ely Cinema from April 2009.

#### **Visual arts (including Babylon Gallery)**

The difficult decision to close the Babylon Gallery had been taken in 2007-8, following the new priorities and reduction in funding for the service provided to East Cambridgeshire District Council. The plan was implemented in first three months of the financial year, with the final exhibition, Adam Bridgland's "Every Town can be full of interest if you train yourself to find it", closing on 29 June 2008.

At the time of the decision to close, it was the expectation of the board of trustees that ADeC would need to vacate the building, which was occupied on a licence from East Cambridgeshire District Council. However, during the year, it became clear that we would be able to remain in the space until February 2010, and the decision was taken to use the Gallery space during that time, using a revised business model, working with volunteers rather than paid staff. The Gallery re-opened on 14 February 2009, with Richard Heeps' "A View of the Fens from a Car with Wings", which had 3580 visitors in the first six weeks. The long term future of the Gallery is now dependent on negotiations over the future of the building (see below)

#### **Projects**

ADeC project activity focuses on specific areas of identified need. Project work often links with appropriate non-arts needs where arts based activities tackle issues such as rural isolation, providing support for vulnerable young people, developing communities. Projects are usually developed in partnership with other organisations, both arts and non-arts, professional and voluntary, with complementary skills and experience, to ensure that we are able to deliver activity in the most appropriate and effective way.

The two priority project areas continued to be young people and rural communities.

This was the second full year of Transformers, the Big Lottery Funded project working with young people to develop their creativity through a programme of arts workshops and events, with the young people helping to plan and develop the programme. The music skills and performance programme Fen Jam became more integrated within the Transformers project, with regular activity taking place in Littleport. Other work with Fen Jam also continued, including support for a young person led project in Wicken, funded by Youth Bank. Additional work was carried out in March, funded by Fenland Arts. In particular, the year saw the successful development of ADeC as a provider of Arts Award for young people.

A new partnership was developed between East Cambridgeshire District and the Office of Children and Young People to co-ordinate and promote summer activities for young people (BOSH).

Rural project work continued with support for extended schools activity in Isleham, and the Virtual Venue project in Sutton.

Support for the county wide Vital Communities project continued, with high quality participatory arts activities taking place in High Barns and Sutton.

#### **Development Support**

ADeC provides a range of services for groups and individuals promoting arts activities. These include publication of the Guide, and the ADeC website, with free listings for all arts and leisure activities in East Cambridgeshire; free advice and support in activity planning, fund-raising and marketing; and a small grants and guarantees scheme offering financial support.

Over 140 hours of advice and guidance were given to new and existing local voluntary arts groups, including marketing, fund-raising and event planning support. Fourteen small grants and three guarantees were awarded during the year. Following the new priorities and reduction in funding for the service provided to East Cambridgeshire District Council; The Guide was produced on a reduced scale, with issues on a bi and tri-monthly basis, whilst new funding streams were sought to support its publication.

A bid for Local Public Service Agreement funding for additional development support resources was successful and will come on stream from April 2009.



## **Financial Review**

A long term approach to planning, combined with prudent financial management, has enabled ADeC to manage a significant reduction in funding from its larger single funder, and continue to operate successfully against a national backdrop of uncertainty for organisations contracted to provide non-statutory services for local authorities. The process of diversification of activities to reduce the reliance on individual funding bodies will continue.

### **Principal Funding Sources**

The single largest funder in 2008-9 was East Cambridgeshire District Council (£104,242), a reduction of approximately 40% from 2007-8.

Earned income was also significantly reduced from 2007-8 because of the temporary closure of the main venue used for event promotion and the Ely Cinema. The closure of the Babylon Gallery, although significant in terms of the programme, had less impact on earned income, as it did not operate primarily as a selling Gallery. Additional earned income through [act] and delivery of development services mitigated the overall reduction, with a yearend out turn of £74,306 (2007-8; £87,670). The delay in the planned re-opening of the Maltings, from Autumn 2008 to Spring 2009 meant that lower income levels continued longer than expected over the year. The re-opening of the Maltings in April 2009 means that earned income is expected to return to previous levels in 2009-10.

Income from other grants and contracts amounted £71,543 (£106,992 in 2007-8), some of this reduction is due to the timing of grants payments, with some funds spent in 2008-9 received in 2007-8.

### **Investment Policy**

The charity does not hold funds for long term investment: funds are received and spent in the short term, aside from a prudent amount in reserves. Restricted funds received in advance are held in a high interest bank account and funds to be paid out in grants or guarantees are held in a separate building society account. Temporary cash surpluses are placed on short term higher interest deposit.

### **Reserves Policy**

The Board of trustees has examined the charity's requirements for reserves in light of the main risks to the charity. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be meet approximately 3 to 6 months operating costs Budgeted expenditure for 2009-10 is £300,000 and therefore the target amount is between £75,000 and £150,000. £75,000 being the level of funds required to cover short term cash flow deficits caused when funders pay grants in arrears of expenditure and also to ensure that the charity has sufficient reserves to cover the statutory costs of enforced closure in the event of a major withdrawal of funding.

Current unrestricted funds not committed or invested in tangible fixed assets stand at £37,200 which is significantly below this figure. Although the strategy is to continue to build reserves through operating surpluses, in the short term, the board of trustees has also considered the extent to which existing activities and expenditure could be curtailed, should such circumstances arise. The reduction in funding from East Cambridgeshire District Council outlined above meant that trustees had to take such decisions about activity into 2008-9, and some of the unrestricted reserves were used to support the organisation as it adjusted its position.

## **Plans for Future Periods**

During the year, the board of trustees reviewed the operational priorities of the charity and agreed a new three year framework for delivery, running from 2009 to 2012. The new framework identifies four key themes within the overall objectives of the charity, which will underpin delivery for the next three years:

- Engaged Communities
- Positive Activities for young people
- Cultural Economy
- Cultural Olympiad



Major activities, including the live events programme, [act], Ely Cinema, development support, and project activity will continue under this new framework.

Future plans for the Babylon Gallery are dependent on negotiations over the future of the Babylon Bridge building. It is the intention of the trustees to continue operating the gallery if it is possible to take over the lease of the building at the same time as meeting the best overall interests of the charity.

A number of trustees were lost from the board during the year due to ill health and job changes. Also, East Cambridgeshire District Council changed its policy on relations with external bodies and moved from having board representation to observer status. In the light of this, the board instigated a review and recruitment of new trustees, which started after the year end.

The strategy of actively seeking additional contracts to fulfil the objects of the charity, and enable ADeC to maintain its long term strategy of sustainable growth, will continue.

### **Responsibilities of the Board of Trustees**

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the board of directors should follow best practice and:

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

The board of trustees is responsible for maintaining proper accounting records which 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 1985. The Board is 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.

### **Members of the Board of Trustees**

Members of the board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

In accordance with company law, as the company's directors, we certify that:

- in so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors were aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities(issued in March 2005) and in accordance with the special provisions of the Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Directors on 14 October 2009 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'A O'Hanlon'.

Mr A O'Hanlon (Chairman)





## **Independent Examiner's Report to the Trustees of ADeC (Arts Development in East Cambridgeshire)**

I report on the accounts of the company for the year ended 31 March 2009, which are set out on pages 9 to 18.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England & Wales.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with 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 statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - a) to keep accounting records in accordance with section 221 of the Companies Act 1985; and
  - b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 226A of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Mr T J Smith  
FCA  
Richmond House  
Broad Street  
Ely  
Cambs. CB7 4AH

Date: 15 October 2009



## Statement of Financial Activities Year ended 31 March 2009

<b>Incoming Resources</b>	notes	Unrestricted	Designated	Restricted	Total 2009	Total 2008
Incoming resources from generated funds:		£	£	£	£	£
Voluntary Income						
Donations and Gifts		4,088	-	-	4,088	3,188
Investment income		2,052	-	-	2,052	4,138
Incoming resources from charitable activities:						
Grants and contracts for arts development	5	132,352	-	43,433	175,785	281,164
Earned income	6	74,306	-	-	74,306	87,670
<b>Total incoming resources</b>		<b>212,798</b>	<b>-</b>	<b>43,433</b>	<b>256,231</b>	<b>376,160</b>
<b>Resources Expended</b>						
Cost of generating funds:						
Grants payable in furtherance of the charity's objects		5,352	-	-	5,352	9,686
Charitable activities						
[act]		52,905	-	9,045	61,950	53,166
Babylon Gallery		5,382	-	13,269	18,651	27,453
Development support		59,084	-	-	59,084	52,271
Ely Cinema		7,698	-	-	7,698	57,138
Equipment bank		4,056	-	-	4,056	4,213
Events		53,567	-	-	53,567	46,345
Projects		23,715	-	56,566	80,281	128,416
		211,759	-	78,880	290,639	378,688
Governance Costs		10,171	-	-	10,171	9,914
Depreciation		1,132	-	-	1,132	884
<b>Total resources expended</b>	7	<b>223,062</b>	<b>-</b>	<b>78,880</b>	<b>301,942</b>	<b>389,486</b>
Net incoming resources / (resources expended) before transfers	3	(10,264)	-	(35,447)	(45,711)	(13,326)
Transfers between funds		-	-	-	-	-
Fund Balances		47,464	18,000	54,482	119,946	133,272
Transfers between funds		-	-	-	-	-
Carried forward at 31 March 2009		<b>37,200</b>	<b>18,000</b>	<b>19,035</b>	<b>74,235</b>	<b>119,946</b>



## Balance Sheet 31 March 2009

	notes	2009 £	2008 £
<b>Fixed Assets</b>			
Tangible assets	10	1,849	2,981
<b>Current Assets</b>			
Debtors	11	21,527	23,111
Cash at bank and in hand		<u>108,468</u>	<u>136,937</u>
		129,995	160,048
<b>Creditors: amounts falling due within one year</b>	12	57,609	43,083
<b>Total current assets</b>		<u>72,386</u>	<u>116,965</u>
<b>Total assets less current liabilities</b>		74,235	119,946
		<u>74,235</u>	<u>119,946</u>
<b>Capital and Reserves</b>			
Unrestricted Funds		37,200	47,464
Designated Funds	8	18,000	18,000
Restricted Funds	9	19,035	54,482
		<u>74,235</u>	<u>119,946</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Approved by the Board on

14<sup>th</sup> October 2009

A. O'Hanlon – Chairman

The notes on pages 11 to 18 form part of these financial statements



## Notes to the Financial Statements

### 1. Accounting Policies

#### Basis of accounting

The financial statements have been prepared under the historical cost convention in accordance with applicable accounting standards, financial reporting standards and the Statement of Recommended Practice (SORP) *Accounting and Reporting by Charities* (March 2005).

#### Incoming Resources

All Incoming resources are recognized in the Statement of Financial Activities (SOFA) on an accruals basis.

#### Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset over its estimated useful life as follows:

Fixtures and Fittings	additions pre 01/04/03	15% per annum on the reducing balance
	additions post 01/04/03	Straight line over 3 years
Equipment for hire		15% per annum on the reducing balance

#### Taxation

The Company, as a charity, is not liable for assessment to tax on its results.

#### Leasing

Rentals paid under operating lease agreements are charged to income as incurred.

#### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully 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 such 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 and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. staff time or usage as set out in note 7.



## Notes to the Financial Statements (continued)

### Grants receivable

Government grants and subsidies of a revenue nature are credited to income when received.

### Pensions

The charity operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the SOFA in the year they are payable.

### Fund accounting

Funds held by the charity are either:

- Unrestricted general funds – these are funds that can be used in accordance with the charitable objects at the discretion of the council of management.
- Designated funds – these are funds set aside by the council of management out of the unrestricted general funds for specific future purposes or projects.
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### Incoming Resources

Incoming Resources represents income derived by direct grants and contracts, box office, subscriptions, and miscellaneous sales and is stated net of value added tax.

### 3. Net Expended Resources

	2009	2008
This is stating after charging:	£	£
Examiners/auditors remuneration	1,200	2,450
Expenses paid to trustees	0	0
Depreciation - per note 10	1,132	884
Operating lease payments	510	1,606
	<u>2,842</u>	<u>4,940</u>

### 4. Staff Costs

Wages and salaries	117,435	146,401
Social security costs	7,298	9,651
Pension costs	16,252	15,507
	<u>140,985</u>	<u>171,559</u>

No employee received emoluments of more than £60,000

The average weekly number of employees during the year was 4 (rounded) full time (2008, 5) and 5 part time (2008, 7)



## Notes to the Financial Statements (continued)

### 5. Grants and Contracts

	2,009			2,008
	Unrestricted	Restricted	total	total
	£	£	£	
East Cambridgeshire District Council	104,242	-	104,242	174,242
Cambridgeshire County Council for [act]	13,335	-	13,335	13,475
South Cambridgeshire District Council for [act]	3,500	-	3,500	4,000
Huntingdonshire DC for [act]	3,750	-	3,750	3,750
Fenland DC for [act]	2,500	-	2,500	5,000
Leader + for [act]	-	9,045	9,045	9,756
Lankelly Chase for [act]	-	-	-	4,250
Leader + for film project Mepal and Witcham	-	-	-	3,330
Arts Council England, East	-	-	-	17,800
Big Lottery Fund	-	32,688	32,688	40,989
Enquire	-	-	-	3,500
NRTF Consortium grant	1,500	-	1,500	42
Cambridgeshire Community Foundation	-	1,700	1,700	1,030
Orchestras Live	3,525	-	3,525	-
<b>Total</b>	<b>132,352</b>	<b>43,433</b>	<b>175,785</b>	<b>281,164</b>

### 6. Earned Income

	2009			2008
	Unrestricted	Restricted	total	total
	£	£	£	£
[act]	24,902	-	24,902	9,478
Babylon Gallery	2,946	-	2,946	2,332
Development Support	12,243	-	12,243	3,413
Ely Cinema	6,075	-	6,075	49,980
Equipment Bank	3,922	-	3,922	3,917
Events	23,366	-	23,366	17,893
Members	852	-	852	657
<b>Total</b>	<b>74,306</b>	<b>-</b>	<b>74,306</b>	<b>87,670</b>



## Notes to the Financial Statements (continued)

### 7. Total Resources Expended

	basis	grants	[act]	Babylon Gallery	Development	Ely Cinema	E Bank	Events	Projects	Governance	Total
<b>Costs directly allocated to activities</b>											
Artistic costs	direct	5,352	34,602	14,495	3,486	2,512	3,430	16,444	29,323	0	109,644
Staff costs	staff time	0	18,182	2,556	39,191	3,989	531	30,130	40,521	9,091	144,191
Training and development	direct	0	0	60	568	26	0	0	138		792
Travel	direct	0	1,190	31	1,444	39	28	414	1,662		4,808
Marketing	direct	0	5,332	1,373	8,700	488		2,172	1,612		19,677
<b>Support Costs allocated to activities</b>											
Recruitment	Direct										
Communications	Staff time	0	1,342	69	2,890	327	34	2,236	3,565	531	10,994
Premises	Usage	0	1,302	67	2,805	317	33	2,171	3,460	549	10,704
Legal and Professional	Staff time	0	0	0	0	0	0	0	0		0
Bank charges	Staff time	0	0	0	0	0	0	0	0		0
<b>Sub total</b>		<b>5,352</b>	<b>61,950</b>	<b>18,651</b>	<b>59,084</b>	<b>7,698</b>	<b>4,056</b>	<b>53,567</b>	<b>80,281</b>	<b>10,171</b>	<b>300,810</b>
Depreciation (office equipment)	Staff time		0	0	0	0	0	0	0	1,132	1,132
<b>Sub total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,132</b>	<b>1,132</b>
<b>Total Resources expended</b>		<b>5,352</b>	<b>61,950</b>	<b>18,651</b>	<b>59,084</b>	<b>7,698</b>	<b>4,056</b>	<b>53,567</b>	<b>80,281</b>	<b>11,303</b>	<b>301,942</b>

### 8. Designated funds

	At 1/4/2008	Income	Expenditure	Transfers	Closing Balance
	£	£	£	£	£
Development Fund	18,000	-	-	-	18,000
	<u>18,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>18,000</u>

### 9. Restricted funds

	At 1/4/2008	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
[act] rural touring	-	9,045	9,045	-	-
Babylon Development	9,011	-	13,269	-	4,258
Babylon Digital	-	1,400	-	-	1,400
Babylon Gallery Outreach	-	2,892	-	-	2,892
Diversity Project	3,788	-	-	-	3,788
Ely Partnership	1,326	-	-	-	1,326
Rural Arts	7,513	-	1,438	-	6,075
Writing on the Waterways	1,163	-	-	-	1,163
Virtual Venue	17,730	-	10,590	-	7,140
Fenland Jam	-	1,700	1,700	-	-
Youth Arts	18,243	32,688	42,838	-	8,093
	<u>54,482</u>	<u>43,433</u>	<u>78,880</u>	<u>-</u>	<u>19,035</u>



## Notes to the Financial Statements (continued)

### Purposes of restricted funds

#### **Babylon Development Fund**

This fund, supported by Arts Council England, East, was to develop the Babylon Gallery, and was used to support programme development through a series of commissions and the curatorial development of ADeC staff.

#### **Babylon Digital**

This fund supported a project to develop digital work at the Babylon Gallery. There was no activity connected to the fund in 2008-9.

#### **Babylon Gallery Outreach**

This project supported outreach activity from the Babylon Gallery, including work with schools and young people. There was no activity connected to the fund in 2008-9.

#### **Diversity Project**

This is a fund to support local voluntary promoters to promote South Asian music in East Cambridgeshire. There was no activity connected to the fund in 2008-9.

#### **Ely Partnership**

This fund supports partnership work between ADeC, Ely Cathedral and Britten Sinfonia. There was no activity connected to the fund in 2008-9.

#### **Rural Arts Project**

This project is funded by the Arts Council England East for arts development in rural communities, with additional funds received in the year from Leap Leader Plus for work in Mepal and Witcham.

#### **Writing on the Waterways**

This fund supported a writing project in Littleport. There was no activity connected to the fund in 2008-9.

#### **Virtual Venue**

This fund was established to test the potential of low cost new technologies and online interaction to facilitate cultural activity in rural communities, and is supported by Arts Council England, East.

#### **Youth Arts Fund**

This fund supports youth arts work in East Cambridgeshire. It is supported by the Big Lottery Fund specifically for the Transformers project.





## Notes to the Financial Statements (continued)

### 10. Tangible Fixed Assets

	Equipment and Furniture £	Equipment for Hire £	Total £
<b>Cost</b>			
At 1 April 2008	3,396	1,080	4,476
Expenditure			0
Disposal			0
<b>At 31 March 2009</b>	<b>3,396</b>	<b>1,080</b>	<b>4,476</b>
<b>Depreciation</b>			
At 1 April 2008	415	1,080	1,495
Eliminated on disposal			0
Charge for the year	1,132		1,132
<b>At 31 March 2009</b>	<b>1,547</b>	<b>1,080</b>	<b>2,627</b>
<b>Net book values</b>			
At 31 March 2009	<u>1,849</u>	<u>0</u>	<u>1,849</u>
<b>At 31 March 2008</b>	<u>2,981</u>	<u>0</u>	<u>2,981</u>

### 11. Debtors

	2009 £	2008 £
Trade debtors	12,169	6,539
Other debtors	3,982	1,340
Grants receivable	1,262	5,682
Prepayments	4,114	9,550
	<u>21,527</u>	<u>23,111</u>

### 12. Creditors: amounts falling due in one year

	2009 £	2008 £
Value Added Tax	607	1,702
Other Creditors	33,943	31,750
Taxes and Social Security	3,142	2,998
Pension Fund	1,910	32
Accruals	5,007	3,601
Balance of grants at 31 March not taken up	13,000	3,000
	<u>57,609</u>	<u>43,083</u>



## Notes to the Financial Statements (continued)

### 13. Provision for liabilities and charges

There are no liabilities and charges for which provision needs to be made.

### 14. Restricted, Designated and Endowment Funds

There are no Endowment funds. Information regarding Designated Funds is in note 8 and Restricted Funds is in note 9.

### 15. Constitution

The Company is limited by guarantee and does not have any share capital. At 31 March 2009 there were 49 (2008: 80) individual members and 14 (2008:14) group members.

Members' liability is limited at £1 each, in the event of the Company being wound up while they are members, or within one year after they cease to be a member, for payment of debts and liabilities contracted before they ceased to be a member.

### 16. Pension Costs

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £16,252 (2008 £15,507). There were no contributions payable to the fund at the yearend (2008 £nil).

### 17. Financial Commitments

At 31 March 2009 the charity was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2010.

	Land and Buildings	
	2009	2008
	£	£
Operating leases which expire:		
Between two and five years	<u>4,092</u>	<u>4,092</u>

### 18. Analysis of Net Assets Between Funds

	Restricted Funds	Designated Funds	General Funds	Total
Fund balances at 31 March are represented by:				
Tangible fixed assets	-	-	1,849	1,849
Cash	19,035	18,000	71,433	108,468
Current liabilities	-	-	36,082	36,082
Total net assets	<u>19,035</u>	<u>18,000</u>	<u>37,200</u>	<u>74,235</u>



## **19. Trustee remuneration and related party transactions**

No members of the management committee received any remuneration during the year. During the year expenses amounting to £NIL (2007 - £NIL) were reimbursed to members of the management committee.

Tessa McGinn (joint Vice-Chair) was paid £1,148.46 in respect of her professional services as an Arts Practitioner during the year. These payments have been ratified by the Board and are permitted under charity legislation. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2008 – £NIL).