

# ADEC

Arts Development East Cambridgeshire

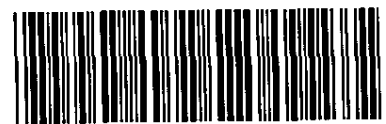
(A Company Limited by Guarantee)

## Financial Statements

for the year ended 31 March 2008

Company registration 2999055  
Registered Charity number 1043197

TUESDAY



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COMPANIES HOUSE



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

**Registered Charity Number**    1043197

**Company Number**                2999055

**Chairman**                            Daniel Schumann

**Company Secretary**            Jane Wilson

**Auditors**                            Price Bailey LLP  
   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 co-opted July 2007  
Mrs B Bendon resigned July 2008  
Mrs V Churchman Joint Treasurer  
Ms M Gillies resigned April 2008  
Mr M Green re-elected September 2007  
Mr S Green resigned September 2007  
Mr A Haines co-opted March 2008  
Mr R Haysom resigned April 2008  
Mr A O Hanlon Joint Vice Chair  
Ms G Leeper  
Ms T McGinn Joint Vice Chair  
Mr P Philpott  
Mr R Moore  
Mr D Schumann Chair re-elected September 2007  
Mrs J Weaver Joint Treasurer

**Secretary**

Ms J Wilson

**Chief Executive**

Ms J Wilson

**Auditors**

Price Bailey LLP  
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 2008

### 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 live arts events in a range of venues. Plans for operating during the closure of the Maltings were put in place and work started to identify and develop alternative venues in Ely for family theatre, music and comedy events, which were held in the Maltings to benefit from both the capacity and raked seating available in that venue.

#### **[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. This is proving to be a very effective way of reaching local, rural audiences in Cambridgeshire.

#### **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, with over 12500 attendances at the cinema during the year. Ely Cinema is supported by volunteers, who provide in region of 100 hours a month to help promote and steward the cinema programme. In October 2007 ADeC ran a very successful film Premiere for Elizabeth The Golden Age, at Ely Cinema, jointly with the Sue Ryder Charity.



ADeC also runs SeeCinema, an initiative to develop local voluntary promoters showing film in their local communities

Formal notification of the temporary closure of the Maltings for roof repairs came in October 2007. Plans were put in place to run the Cinema up to the closure date, and options for relocation were explored, however no suitable alternative venue was identified and a further plan for one-off cinema events in a range of locations during the closure was developed.

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

Eight exhibitions were shown in the Gallery during 2007-8, reaching an audience of just over 24,000. Outreach activity included work with Ely Young Carers, who took part in a series of workshops connected to the Gallery programme, and a continuation of the Babylon 15-20 project, with young people invited to display their work in the Sainsbury Centre Galleries (Norwich).

The Babylon Gallery Development Programme, funded by Arts Council England ran throughout the year, with the Gallery Coordinator supported to attend conferences and seminars and to visit other galleries, and a programme of commissions undertaken.

### **Projects**

ADeC project activity focuses on specific areas of work, where there is 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 first full year of Transformers, the Big Lottery Funded project working with young people in Ely, Littleport and with Young Travellers, to develop their creativity through a programme of arts workshops and events, with the young people helping to plan and develop the programme.

The work with Fen Jam continued, with the successful delivery of their Summer project with young people, the continuation of the regular drop in sessions for young people, and a series of performances at events across East Cambridgeshire. Several of the young people worked with ADeC's support to develop a successful application to Youth Bank, which will fund the development of Fen Jam in the village of Wicken.

Support for the development of Ellesmere Arts continued, leading to two successful community events, their Midsummer Revue in June 2007 and a three day Film Festival in October 2007. This was followed up with support to develop an Awards for All bid to support an ongoing programme of activity based at the Ellesmere Centre in Stetchworth.

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 provided a range of services for groups and individuals promoting arts activities. These included publication of the Guide (a what's on Guide printed ten times a year and distributed across the district), with free listings for 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.

### **Grants and Guarantees**

Eighteen small grants and nine guarantees were awarded during the year.



## **Financial Review**

A long term approach to planning, combined with prudent financial management, has enabled ADeC to continue to grow 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 2007-8 was East Cambridgeshire District Council (£174,242). During the year East Cambridgeshire District Council took the decision to review their arts services, resulting in a 40% reduction in the value of funding in 2008-9, and a revised set of priorities for the service. This has had a significant impact on the plans for future periods.

Earned income from event promotion, Ely Cinema, Babylon Gallery, the Equipment Bank, Box Office services and membership fees came to £87,670.

Income from other grants and contracts amounted to £106,922.

### **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 meet approximately 3 to 6 months operating costs. Budgeted expenditure for 2008-9 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 £44,482, 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.

### **Plans for Future Periods**

Following the decision of East Cambridgeshire DC to reduce funding and revise their priorities, the trustees had to revise plans for 2008-9 onwards. In the first instance, there was a need to re-address the services provided to East Cambridgeshire District Council in the light of the changes, and in the second to look at the long term future of ADeC.

Having taken into consideration the revised priorities and funding from ECDC, trustees took the difficult decision to close the Babylon Gallery. A closure plan was put in place and implemented, with one full time and three part time redundancies, and the relocation of planned commissions to other visual arts institutions in the East of England, with the final exhibition closing on 29 June 2008. In addition, plans for event promotion within East Cambridgeshire were revised to reduce risk and focus on income generating events, and the frequency of publication of *the Guide*, the what's on publication for East Cambridgeshire, was reduced, with a review in October 2008 to assess the future viability of the publication. Activities not primarily funded by East Cambridgeshire District Council, including [act] and project activity, continued as previously planned.



The temporary closure of the Maltings had an impact on future plans for Ely Cinema and live events, with both areas having to identify and develop alternative ways of delivering activity, as outlined above

Looking at the longer term, trustees set a strategy of actively seeking additional contracts to fulfil the objects of the charity, and which will enable ADeC to return to its long term strategy of sustainable growth

### **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

### **Auditors**

Price Bailey LLP were appointed auditors at the Annual General Meeting on 26 September 2007 and have expressed their willingness to continue

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 17 September 2008 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'D Schumann', written over a horizontal line.

Mr D Schumann (director)





## Auditor's report to the members on the accounts of Arts Development in East Cambridgeshire

We have audited the financial statements of ADeC (Arts Development in East Cambridgeshire) for the year ended 31 March 2008 which comprise of The Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007)

This report is made solely to the charity's members, 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 charity's members 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of ADeC for the purposes of company law) responsibilities 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) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity 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 trustees' remuneration and other transactions is not disclosed.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, 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 information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements 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 financial statements.



## Auditor's report to the members on the accounts of Arts Development in East Cambridgeshire (continued)

### Opinion

#### In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities of the state of the charity's affairs as at 31 March 2008, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985 and
- the information given in the Trustees' Annual Report is consistent with the financial statements

*Price Bailey LLP*

Price Bailey LLP

Chartered Accountants  
Registered Auditor

Richmond House  
Broad Street  
Ely  
Cams  
CB7 4AH

Date 23 September 2008



## Statement of Financial Activities Year ended 31 March 2008

	notes	Unrestricted £	Designated £	Restricted £	Total 2007-8 £	Total 2006-7 £
<b>Incoming resources from generated funds</b>						
<i>Voluntary Income</i>						
donations		3,188			3,188	634
<i>Activities for Generating Funds</i>						
Investment income and interest		4,138			4,138	1,508
<b>Incoming resources from charitable activities</b>						
Grants and contracts for arts development	5	204,759		76,405	281,164	294,348
Earned income	6	87,670			87,670	75,228
<b>Total Incoming resources</b>		<b>299,755</b>		<b>76,405</b>	<b>376,160</b>	<b>371,718</b>
<b>Resources Expended</b>						
<i>Charitable expenditure</i>						
Grants payable in furtherance of the charity's objects		9,686			9,686	13,313
<b>Costs of activities in furtherance of the charity's objects</b>						
[act]		43,410		9,756	53,166	37,259
Babylon Gallery		27,453			27,453	43,489
Box Office		-			-	1,930
development support		52,271			52,271	49,921
Ely Cinema		57,138			57,138	57,256
equipment bank		4,213			4,213	3,798
events		46,345			46,345	46,973
projects		45,344		83,072	128,416	74,898
<b>Governance Costs</b>		<b>9,914</b>			<b>9,914</b>	<b>11,283</b>
		<b>286,088</b>		<b>92,828</b>	<b>378,916</b>	<b>326,807</b>
Depreciation		884			884	3,797
<b>Total resources expended</b>	7	<b>296,658</b>		<b>92,828</b>	<b>389,486</b>	<b>343,917</b>
Transfer between Funds		(4,750)	5,000	(250)		
<b>Net Incoming Resources</b>	3	<b>(1,653)</b>	<b>5,000</b>	<b>(16,673)</b>	<b>(13,326)</b>	<b>27,801</b>
<b>Fund balances</b>						
Brought forward at 1 April 2007		49,117	13,000	71,155	133,272	105,471
<b>Carried forward at 31 March 2008</b>		<b>47,464</b>	<b>18,000</b>	<b>54,482</b>	<b>119,946</b>	<b>133,272</b>



## Balance Sheet 31 March 2008

	notes	2008 £	2007 £
<b>Fixed Assets</b>			
Tangible assets	10	2,981	1,238
<b>Current Assets</b>			
Debtors	11	23,111	23,199
Cash at bank and in hand		<u>136,937</u>	<u>159,358</u>
		160,048	182,557
<b>Creditors</b> amounts falling due within one year	12	43,083	50,523
<b>Total current assets</b>		<u>116,965</u>	<u>132,034</u>
<b>Total assets less current liabilities</b>		119,946	133,272
		<u>119,946</u>	<u>133,272</u>
<b>Capital and Reserves</b>			
Unrestricted Funds		47,464	49,117
Designated Funds	8	18,000	13,000
Restricted Funds	9	54,482	71,155
		<u>119,946</u>	<u>133,272</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

17<sup>th</sup> September 2008

D. Schumann – Chairman

**The notes on pages 12 to 19 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) and the Companies Act 1985

#### 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

- Chantable 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 Incoming Resources

	2008	2007
This is stated after charging	£	£
Auditors remuneration	2,450	2,350
Expenses paid to trustees	0	30
Depreciation - per note 10	884	3,797
Operating lease payments	1,606	1,425
	<u>4,940</u>	<u>7,602</u>

#### 4. Staff Costs

Wages and salaries	146,401	124,867
Social security costs	9,651	9,032
Pension costs	15,507	8,568
	<u>171,559</u>	<u>142,467</u>

No employee received emoluments of more than £60,000

The average weekly number of employees during the year was 5 (rounded) full time (2007, 4) and 7 part time (2007, 10)



## Notes to the Financial Statements (continued)

### 5. Grants and Contracts

	2007-8			2006-7
	Unrestricted £	Restricted £	total £	total
East Cambridgeshire District Council	174,242	-	174,242	185,303
Cambridgeshire County Council for [act]	13,475	-	13,475	1,340
South Cambridgeshire District Council for [act]	4,000	-	4,000	875
Huntingdonshire DC for [act]	3,750	-	3,750	-
Fenland DC for [act]	5,000	-	5,000	-
Leader + for [act]	-	9,756	9,756	4,937
Lankelly Chase for [act]	4,250	-	4,250	-
Leader + for film project Mepal and Witcham	-	3,330	3,330	1,670
Leader+ for film project Little Downham	-	-	-	2,334
Arts Council England, East	-	17,800	17,800	61,065
Big Lottery Fund	-	40,989	40,989	1,298
Arts Award Access Fund	-	-	-	272
Enquire	-	3,500	3,500	3,000
NRTF Consortium grant	42	-	42	-
Cambridgeshire Community Foundation	-	1,030	1,030	-
Norwich Arts Centre	-	-	-	8,000
[act]	-	-	-	19,781
Healthy Living East Cambridgeshire	-	-	-	4,474
<b>Total</b>	<b>204,759</b>	<b>76,405</b>	<b>281,164</b>	<b>294,349</b>

### 6. Earned Income

	2007-8			2006-7
	Unrestricted £	Restricted £	total £	total £
[act]	9,478	-	9,478	6,665
Babylon Gallery	2,332	-	2,332	1,649
Development Support	3,413	-	3,413	1,862
Ely Cinema	49,980	-	49,980	49,775
Equipment Bank	3,917	-	3,917	3,852
Events	17,893	-	17,893	8,659
Members	657	-	657	1,054
Projects	-	-	-	1,712
<b>Total</b>	<b>87,670</b>	<b>-</b>	<b>87,670</b>	<b>75,228</b>



## Notes to the Financial Statements (continued)

### 7. Total Resources Expended

	basis	grants	£	£	£	£	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>												
Artistic costs	direct	9,686	24,820	2,706	3,071	39,285	3,551	22,034	35,212	-	-	140,365
Staff costs	staff time	-	21,108	12,892	26,241	12,048	594	18,147	71,557	8,919	-	171,506
Training and development	direct	-	360	60	314	79	-	73	1,828	19	-	2,733
Travel	direct	-	760	126	1,015	61	-	97	2,505	-	-	4,564
Marketing	direct	-	3,641	2,129	18,932	4,203	-	3,847	9,140	88	-	41,980
<b>Support Costs allocated to activities</b>												
Recruitment	Direct	-	-	-	-	-	-	-	-	-	-	-
Communications	Staff time	-	2,031	1,796	2,212	1,199	56	1,760	6,702	728	-	16,484
Premises	Usage	-	446	7,744	486	263	12	367	1,472	160	-	10,970
Legal and Professional	Staff time	-	-	-	-	-	-	-	-	-	-	-
Bank charges	Staff time	-	-	-	-	-	-	-	-	-	-	-
<b>Sub total</b>		<b>9,686</b>	<b>53,166</b>	<b>27,453</b>	<b>52,271</b>	<b>57,138</b>	<b>4,213</b>	<b>46,345</b>	<b>128,416</b>	<b>9,914</b>	<b>-</b>	<b>388,602</b>
Depreciation (office equipment)	Staff time		£ 109	£ 96	£ 120	£ 64	£ 3	£ 94	£ 359	£ 39	£	884
Depreciation (equipment bank)	Direct		-	-	-	-	-	-	-	-	-	-
<b>Sub total</b>			<b>£ 109</b>	<b>£ 96</b>	<b>£ 120</b>	<b>£ 64</b>	<b>£ 3</b>	<b>£ 94</b>	<b>£ 359</b>	<b>£ 39</b>	<b>£</b>	<b>884</b>
<b>Total Resources expended</b>		<b>9,686</b>	<b>53,275</b>	<b>27,549</b>	<b>52,391</b>	<b>57,202</b>	<b>4,216</b>	<b>46,439</b>	<b>128,775</b>	<b>9,953</b>	<b>-</b>	<b>389,486</b>

### 8. Designated funds

	At 1/4/2007	Income	Expenditure	Transfers	Closing Balance
	£	£	£	£	£
Development Fund	13,000	-	-	5,000	18,000
	<u>13,000</u>	<u>-</u>	<u>-</u>	<u>5,000</u>	<u>18,000</u>

A transfer from unrestricted funds of £5,000 was approved by the Board during the year to fund future development plans

### 9. Restricted funds

	At 1/4/2007	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
[act] rural touring		9,756	9,756		-
Babylon Development	40,878	70	31,937		9,011
Babylon Digital	- 1,400			- -	1,400
Babylon Gallery Outreach	3,992	4,530	11,414	- -	2,892
Diversity Project	3,788			-	3,788
Ely Partnership	1,326	-	-	-	1,326
Rural Arts	20,077	3,330	15,894		7,513
Writing on the Waterways	1,163	-	-	-	1,163
Virtual Venue	-	17,730	-	-	17,730
Youth Arts	1,330	40,989	23,828	- 250	18,241
	<u>71,155</u>	<u>76,405</u>	<u>92,829</u>	<u>- 250</u>	<u>54,482</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

#### **Babylon Gallery Outreach**

This project supported outreach activity from the Babylon Gallery, including work with schools and young people. It is supported by Arts Council England East, and additional funds of £3500 were received in the year through the Enquire project for work with young people

#### **Diversity Project**

This is a fund to support local voluntary promoters to promote South Asian music in East Cambridgeshire

#### **Ely Partnership**

This fund supports partnership work between ADeC, Ely Cathedral and Britten Sinfonia. There was no activity connected to the fund in 2007-8

#### **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

#### **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 2007	31,863	1,080	32,943
Expenditure	2,627		2,627
Disposal	(31094)		(31094)
<b>At 31 March 2008</b>	<b>3,396</b>	<b>1,080</b>	<b>4,476</b>
<b>Depreciation</b>			
At 1 April 2007	31,114	591	31,705
Eliminated on disposal	(31094)		(31094)
Charge for the year	395	489	884
<b>At 31 March 2008</b>	<b>415</b>	<b>1,080</b>	<b>1,495</b>
<b>Net book values</b>			
At 31 March 2007	<u>749</u>	<u>489</u>	<u>1,238</u>
<b>At 31 March 2008</b>	<u>2,981</u>	<u>-</u>	<u>2,981</u>

### 11. Debtors

	2008 £	2007 £
Trade debtors	6,539	7,012
Other debtors	1,340	-
Grants receivable	5,682	9,425
Prepayments	9,550	6,762
	<u>23,111</u>	<u>23,199</u>

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

	2008 £	2007 £
Value Added Tax	1,702	9,125
Other Creditors	31,750	31,807
Taxes and Social Security	2,998	3,344
Pension Fund	32	
Accruals	3,601	3,126
Balance of grants at 31 March not taken up	3,000	3,121
	<u>43,083</u>	<u>50,523</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 2008 there were 80 (2007 69) individual members and 20 (2007 16) 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 £15,507 (2007 £8,568) There were contributions totaling £32 (2007 £Nil) payable to the fund at the year end

### 17. Financial Commitments

At 31 March 2008 the charity was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2009

	Land and Buildings	
	2008	2007
	£	£
Operating leases which expire		
Between two and five years	<u>4,092</u>	<u>4,092</u>

### 18. 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 - £30) were reimbursed to members of the management committee

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 (2007 - Nil)



## Notes to the Financial Statements (continued)

### 19. Analysis of net assets between funds

	General Fund	Designated Funds	Restricted Funds	Total
Tangible fixed assets	2,981	-	-	2,981
Cash at bank and in hand	64,455	18,000	54,482	136,937
Other net current assets	(19,972)	-	-	(19,972)
	<u>47,464</u>	<u>18,000</u>	<u>54,482</u>	<u>119,946</u>