

**BLACKWOOD ARTS CENTRE**

**(Also known as Blackwood Miners' Institute)**

**Report and Financial Statements**

**Year ending 31 March 2023**

**Charity Number 1000905**

# REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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## CHARITY AND ADMINISTRATIVE INFORMATION

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<b>Name of Charity</b>	<b>Blackwood Arts Centre</b>
Working Name	Blackwood Miners' Institute
Charity Registration Number	1000905
Registered Office And Business Address	Blackwood Miners' Institute High Street Blackwood NP12 1BB
Trustee	Caerphilly County Borough Council Penallta House Tredomen Park Ystrad Mynach Hengoed CF82 7PG
Theatre Manager	Eloise Tong
Independent Examiners	Wales Audit Office

## TRUSTEE REPORT FOR THE YEAR ENDING 31 MARCH 2023

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### Introduction

On behalf of the trustee, I am pleased to present our annual report together with the annual financial statement for the charity for the year ending 31 March 2023. The financial statements comply with the Charities Act 2011, the Objects of The Charitable Trust, and the statement of recommended practice – accounting and reporting by Charities FRS 102.

Blackwood Miners' Institute's ambition is to present a high quality and engaging programme of professional arts and entertainment and be a resource for community and amateur organisations to develop and present their own productions. The theatre provides a wide range of opportunities for people from all sectors of the community to take part in creative activities of their choice.

During the 2022-23 financial year, we have taken the opportunity to look at ourselves as an organisation and identify where improvements can be made to make ourselves a more resilient and relevant organisation. The reopening of theatres has afforded some light at the end of the tunnel; however, the sector is still in a precarious position with audience trends and behaviour impossible to predict in a post-lockdown world.

I would like to thank our audiences and participants for your continued support and engagement, to our staff for their continued hard work and dedication, and to our partners and funders for their confidence and recognition of a quality arts programme.

Leader OR Deputy Leader and Cabinet Member for Regeneration, Transportation and Sustainability

Leader of the Council

on behalf of Cabinet as Trustee.

**17<sup>th</sup> January 2024**

## **Governance and Management**

Caerphilly County Borough Council is the sole corporate trustee for the charity. Implementation of the organisation's aims and objectives and the day-to-day operations is undertaken by the Theatre and Arts Service Manager (employee), and the team which is overseen by the Head of Regeneration and Planning. Caerphilly utilises the greater London Provincial Job Evaluation process and uses the nationally negotiated pay spine referred to as the National Joint Council for Local Government Services to determine the pay and remuneration of the charity's key management personnel.

Blackwood Miners' Institute appointed an independent Advisory Group in October 2022 who have skills and expertise in:

- Welsh language (including Welsh learners)
- The arts and an understanding of the arts sector in Wales
- Working with under-represented communities and/or community-based projects
- Inclusion and accessibility
- The climate emergency and/or reducing environmental impact
- Fundraising and income generation
- Financial management
- Business development and growth
- Marketing and sales

The Advisory Group feed into all aspects of Blackwood Miners' Institute's programme, operations, and business dealings. They hold no legal position within the governance of Blackwood Miners' Institute but act in an advisory capacity. The Advisory Group will support the charity to become more sustainable and have a positive impact on our operations and commercial performance.

## **Our Purpose and Activities**

Blackwood Arts Centre, also known as Blackwood Miners' Institute, formerly a miners' welfare institute paid for by the salaries of local miners, was refurbished as a community arts and entertainment venue in the early 1990's thanks to funding from the then Welsh Office and Islwyn Borough Council. Today, Blackwood Miners' Institute is one of the most vibrant arts venues in South Wales. We create and present high quality professional and community arts for a diverse range of audiences and participants.

We want everyone to have access to arts and culture regardless of their circumstances and we work hard to create a balanced and affordable programme designed to inspire, educate, and entertain.

We host a variety of events and participatory activities spanning drama, dance, family shows, live music, opera, comedy and entertainment, ensuring there's something for everyone. The purposes of the charity are set out in the building's binding objects in the charitable trust deed (October 1990). These are to:

- Promote, improve, develop, maintain and advance public awareness and participation in, and encourage an appreciation of the art and science of, music, dance, drama, literature and the visual arts.
- Promote, through appropriate activities, the education and training, mental and spiritual capacities of people who are unemployed, young people and pre-school children.
- Educate the public in the geography, history and architecture of the area and sets out the Institute's responsibility in safeguarding against drug and alcohol abuse.

Our current mission is:

To deliver exceptional arts and culture that entertains, educates, and enriches lives inspired by and in collaboration with the people of Blackwood and Caerphilly County Borough.

To promote positive health and wellbeing through pioneering participatory activities that are accessible to all.

### **Vision**

Providing inspiration and extraordinary experiences for our audiences.

### **Values**

**Bringing the community together, being open and inclusive to all**

**Maintaining positive relationships and working collaboratively**

**Inspiring creativity, freedom of expression and passion**

Our current aims are:

- To provide high quality, accessible arts and entertainment for the people of Blackwood and Caerphilly County Borough.
- To improve the mental and physical health of our local community by delivering arts projects that address the key challenges people are facing with a specific focus on those who have a low level of engagement with arts and culture.
- To promote the Welsh language and support the development of Welsh language performances and arts projects.
- To minimise our environmental impact and advocate for a zero-carbon arts industry in Wales.
- To nurture talent, support the development of new work and champion artists/companies from South Wales on a national level.
- To become a more ethical and resilient organisation who can respond positively to change.

The strategies employed to achieve the charity's aims include:

- Presenting and producing a range of arts and entertainment events including drama, dance, comedy, and live music.
- Programming a balance of professional and amateur events; populist and commercial work which underpins the viability of the theatre and a cultural programme which is supported by external grant funding from Arts Council Wales and others.
- Delivering a wide range of community participation opportunities, with a particular focus on children and young people, to provide opportunities for them to take part in the creative activity of their choice.

## **Public Benefit**

In shaping our aims and planning our activities for the year, we considered the Charity Commission's guidance on public benefit, including guidance on public benefit and charging fees. The Objects of the charity define the area of benefit as the inhabitants of the District of Islwyn and the surrounding districts (now Caerphilly County Borough).

The theatre relies on subsidy from Caerphilly County Borough Council and the income from ticket sales and admission charges to cover its operating costs. In setting our ticket prices and other fees, we strive to ensure Blackwood Miners' Institute remains accessible to those on low incomes. We recognise that local and regional engagement with the arts is low; and the region has higher than average levels of deprivation. Our programme is carefully considered to ensure that everything is programmed with our local community and audiences in mind.

## **Financial Review**

We continue to work hard to sustain and where possible increase our income generation especially during rising budget pressures. Caerphilly County Borough Council continues to support the Blackwood Arts Service with subsidy that includes covering any operating deficit in BMI's accounts, the operating deficit and level of subsidy for 2022/23 financial year was £339,557.87. No overspend or underspend is carried over from 2022/23.

It was our seventh year as part of the Arts Council's revenue funded portfolio. We received a grant of £136,876 that contributed to subsidising the artistic programme, funding our touring and co-productions, and assisting with the additional marketing and technical support that is required for our increased activity. With Arts Council Wales approval £81,262 was carried over from 2021/22 to support co-productions and commissions. A further £18,000 of the grant has, with ACW approval, been carried forward to 2023/2024 financial year to support co-productions and commissions.

Blackwood Miners' Institute has a number of rooms that are available to hire to commercial clients as well as community groups. In 2021-22 room hire contributed £22,277.85, in 2022-23 this has reduced slightly to £15,662.74. This is an area that we will be trying to maximise in the future.

## **Reserves Policy**

In 2022-23, Blackwood Arts Centre (Blackwood Miners Institute) did not have a reserves policy, as any operational deficit is covered by the subsidy from Caerphilly County Borough.

## **Our Pricing Policy**

In setting our pricing policy we attempt to promote the arts in a positive and accessible way and ensure equality of provision by providing a diverse range of arts activity for a wide range of audiences and participants. We aim to keep ticket prices as low as possible to ensure that everybody has easy access to arts and culture. This is balanced against the need to maximise income to ensure the charity's viability, where earned income makes up approximately 45% of the charity's turnover.

We offer concession prices on most of our live performances. Concessions are offered to the following:

- Senior Citizens
- Registered Unemployed
- Children
- Students
- School Children
- Disabled People (with their Companions or Personal Assistants attending for free if required, under the Hynt Scheme)

Family discounts are also offered on some of our family productions.

We also offer workshop / ticket offers with any outreach work associated with incoming productions, so that young people attending a workshop receive a ticket for the performance, as an incentive to attend the theatre, thus breaking down barriers associated with theatre going.

## **Risk management**

The Charity has reviewed the major risks to the organisation and has systems and procedures in place to manage these risks. The charity analyses, manages and monitors risk in the following way:

1. Identify risk
2. Assess what impact risk would have on activity, outcome or objective
3. Score the risk according to likelihood and severity
4. Identify controls that need to be in place to avoid or minimise impact
5. Quarterly review of risk, assessing progress made and revising score if necessary

## **Trustee responsibilities**

The charity's trustee is responsible for preparing a trustee's annual report and financial statement in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102, the financial reporting standard applicable in the UK and Republic of Ireland.

Charity law requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**On behalf of the Trustee**

Leader OR Deputy Leader and Cabinet Member for Regeneration, Transportation and Sustainability

**Leader of the Council**

**17<sup>th</sup> January 2024**

## **Independent examiner's report to the trustee of Blackwood Arts Centre**

I report on the accounts of Blackwood Arts Centre for the year ended 31 March 2023, which are set out on the following pages.

### **Responsibilities and basis of report**

As the charity's trustee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). You are satisfied that the accounts are not required to be audited by charity law and have chosen instead to have an independent examination.

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Act; In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view, and my report is limited to those specific matters set out in the independent examiner's statement.

### **Independent examiner's statement – matter of concern identified.**

I have completed my examination. For the last two financial years, I raised a matter of concern in my report because I had been unable to obtain sufficient appropriate evidence to support the 'Cash and cash equivalent' balances within the 'Balance Sheet' as at 31 March 2020, 31 March 2021 and 31 March 2022. The matter has not been resolved for 2022-23 and I therefore have the same concern regarding the 'Cash and cash equivalent' balances within the 'Balance Sheet' as at 31 March 2022 and 31 March 2023. In the absence of evidence, the Blackwood Arts Centre has continued to record nil financial balances as at those dates; and to record nil transactional-balances in the Statement of Cash and Cash Equivalents. The Blackwood Arts Centre has therefore not met the requirements of section 130 of the Charities Act 2011. The Blackwood Arts Centre explains its position on this matter, and its intended actions for 2023-24, at Note I on pages 18-19.

I confirm that no other matters have come to my attention that give me cause to believe that in any material respect:

- Accounting records were not kept as required by section 130 of the Act; or
- The accounts do not accord with those records; or

· The accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination: or

· The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

**Adrian Crompton**  
**Auditor General for Wales**  
**1 Capital Quarter**  
**Tyndall Street**  
**Cardiff**  
**CF10 4BZ**  
**19 January 2024**

## STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2023

### BLACKWOOD ARTS CENTRE

#### STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 31 MARCH 2023

			Total Funds 2021-22 £	Total Funds 2022-23 £
<u>Incoming Resources</u>				
	Activities for generating funds	A1	20,192.82	56,093.23
	Operation of theatre and arts centre	B2	590,627.37	875,227.95
<b>TOTAL INCOMING RESOURCES</b>			<b>610,820.19</b>	<b>931,321.18</b>
<u>Resources expended</u>				
	Activities for generating funds	A2	17,960.04	59,029.47
	Operation of theatre and arts centre	C3	583,600.04	858,950.74
	Governance costs	D4	9,260.11	13,340.97
<b>TOTAL RESOURCES EXPENDED</b>			<b>610,820.19</b>	<b>931,321.18</b>
<b>NET MOVEMENTS IN YEAR</b>			<b>0.00</b>	<b>0.00</b>

**BLACKWOOD ARTS CENTRE****CONSOLIDATED BALANCE SHEET AS AT 31 MARCH 2023**

			2021-22	2022-23
			£	£
<i>FIXED ASSETS</i>				
	Tangible assets	L	2,964,505.64	2,845,567.90
<i>CURRENT ASSETS</i>				
	Stock	H	3,772.54	5,469.53
	Cash & Cash Equivalents	I	0.00	0.00
	Debtors	J	0.00	0.00
			ACW prog grant	0.00
		J	2,434.96	7,438.31
			Income	0.00
	Total Current Assets		6,207.50	12,907.84
<i>LIABILITIES</i>				
	Creditors falling due within one year	K	-119,175.92	-89,209.07
<i>NET CURRENT ASSETS</i>				
			-112,968.42	-76,301.23
<i>TOTAL ASSETS LESS CURRENT LIABILITIES</i>				
			2,851,537.22	2,769,266.67
<i>CREDITORS FALLING DUE AFTER 1 YEAR</i>				
			0.00	0.00
<b>NET ASSETS</b>			<b>2,851,537.22</b>	<b>2,769,266.67</b>
<i>FUNDS OF THE CHARITY</i>				
Unrestricted funds				
	Designated property assets funds		2,964,505.64	2,845,567.90
	Designated stocks		3,772.54	5,469.53
	General fund		-116,740.96	-81,770.76
<b>TOTAL CHARITY FUNDS</b>			<b>2,851,537.22</b>	<b>2,769,266.67</b>

Cabinet on behalf of the Trustee

Signature

Date 17th January 2024

	<b>2021-22</b>	<b>2022-23</b>
<b>Statement of Cash and Cash Equivalents</b>	<b>£</b>	<b>£</b>
Net Cash Provided by Operating Activities	0	0
Net Cash Provided by Investing Activities	0	0
Net Cash Provided by Financing Activities	0	0
Change in Cash and Cash Equivalents in the reporting period	<u>0</u>	<u>0</u>
Cash and Cash equivalents at the beginning of the reporting period	0	0
<b>Cash and Cash equivalents at the end of the reporting period</b>	<u><b>0</b></u>	<u><b>0</b></u>

**A. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

The Bar and Vending activities are only operable when charitable activities are taking place in Blackwood Arts Centre

**SUMMARY TRADING ACCOUNTS**

			2021-22	2022-23
			£	£
Turnover	Bar	1	5,709.65	40,206.27
Cost of sales	Bar	2	<u>(12,278.32)</u>	<u>(47,727.51)</u>
Net Profit	Bar		<u>(6,568.67)</u>	<u>(7,521.24)</u>
Turnover	Vending	1	14,483.17	15,886.96
Cost of sales	Vending	2	<u>(5,681.72)</u>	<u>(11,301.96)</u>
Net Profit	Vending		<u>8,801.45</u>	<u>4,585.00</u>
Total funds generated for charity			<u>2,232.78</u>	<u>(2,936.24)</u>
Current assets (Stock)	Bar	3	3,128.87	4,919.20
	Vending	3	<u>643.67</u>	<u>550.33</u>
			<u>3,772.54</u>	<u>5,469.53</u>

**B. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

			£	£
Gross Income	Shows, Concerts		186,719.72	318,362.34
	Workshops		3,540.70	1,507.00
	Room Hires		<u>22,277.85</u>	<u>15,662.74</u>
	<i>Subtotal: Admission charges and programmes</i>		212,538.27	335,532.08
	Programme Support grant, Arts Council		112,798.00	200,138.00
	Covid Grant Funding Inc NNDR		0.00	0.00
	Subsidy from Local Authority		<u>265,291.10</u>	<u>339,557.87</u>
			378,089.10	539,695.87
<b>Total income from Charitable Activities</b>		2	590,627.37	875,227.95

**C. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

		Performances & Education £	Performances & Education £
Artistes fees	Performances	<b>206,118.69</b>	<b>337,108.63</b>
Production expenses	Performances	<b>87,589.92</b>	<b>114,022.35</b>
Workshops	Education	<b>992.25</b>	<b>5,877.75</b>
Box Office & Front of House	Performances	<b>51,721.20</b>	<b>56,869.58</b>
Promotion and marketing	Performances	<b>22,972.62</b>	<b>96,065.56</b>
Central premises costs	Performances	<b>86,529.45</b>	<b>100,612.45</b>
Support Costs	Performances	<b>127,675.91</b>	<b>148,394.42</b>
	<b>3</b>	<b>583,600.04</b>	<b>858,950.74</b>

**D. ANALYSIS OF GOVERNANCE & SUPPORT COSTS**

		£	£
Manager Operations		<b>25,040.43</b>	<b>41,063.87</b>
Manager Governance	4	<b>6,260.11</b>	<b>10,265.97</b>
Deputy Manager		<b>36,120.25</b>	<b>28,300.30</b>
Duty Managers		<b>37,559.02</b>	<b>41,941.87</b>
Admin Officer		<b>28,828.90</b>	<b>31,743.96</b>
Travel&Training		<b>127.31</b>	<b>5,344.42</b>
Audit Fee	4	<b>3,000.00</b>	<b>3,075.00</b>
		<b>136,936.02</b>	<b>161,735.39</b>

**E. RELATED PARTY TRANSACTIONS**

	£	£
Caerphilly County Borough Council	<b>265,291.10</b>	<b>339,557.87</b>
Welsh Government	<b>0.00</b>	<b>0.00</b>
Arts Council for Wales	<b>112,798.00</b>	<b>200,138.00</b>
	<b>378,089.10</b>	<b>539,695.87</b>

All the above funding was received to enable the charity to carry out its charitable objectives and have been included in the financial statements under incoming resources from charitable activities.

**F. ANALYSIS OF STAFF COSTS**

	<b>2021-2022</b>	<b>2022-2023</b>
	<b>£</b>	<b>£</b>
Salaries & wages	205,610.32	283,156.04
Social Security costs	16,257.51	25,085.24
Pension costs	40,211.04	56,975.55
	<u>262,078.87</u>	<u>365,216.83</u>

**G. STAFF NUMBERS**

Average number of full time equivalent employees, including part-time staff,  
as at 31st March 2023. In addition there are casual staff employed as ushers and bar staff  
ONLY when the centre has concerts/performances.

Concerts & stage performances	7.88	7.88
Governance	0.20	0.20
	<u>8.08</u>	<u>8.08</u>

**H. STOCKS**

**Current assets (Stock)**

	<b>£</b>	<b>£</b>
Bar	3,128.87	4,919.20
Vending	643.67	550.33
	<u>3,772.54</u>	<u>5,469.53</u>

**I. Cash and Cash Equivalents**

The Arts Centre accounts are hosted by Caerphilly County Borough Council and the Centre uses the Authority's bank account to manage its daily cashflows. Caerphilly fully subsidises the Arts Centre by funding any cash deficit arising from its annual operating activities.

As the Arts Centre is fully integrated into Caerphilly County Borough Council's financial systems and uses the Authority's bank account for daily cash flows, it isn't currently possible to separate out the cash position from the Authority's. The Cash and Cash Equivalents figures in the Art Centre balance sheet, and the transactional balances in the Statement of Cash and Cash Equivalents, have therefore been reported as zero for the current and preceding financial year.

It is the intention to review the position in the current financial year and separate the Arts Centre management accounts from those of Caerphilly County Borough Council to provide full disclosure of the Art Centre cashflows.

## J. DEBTORS

	£	£
Arts Council programme grant, final payment		
Other debtors	2,434.96	7,438.31
	<u>2,434.96</u>	<u>7,438.31</u>

## K. CREDITOR AMOUNTS FALLING DUE WITHIN ONE YEAR

	£	£
Salary arrears	(3,762.78)	(4,281.47)
Receipts in advance	(98,604.34)	(57,932.69)
PAT Testing	(479.55)	0.00
Building Maintenance	(12.23)	0.00
Water bill	0.00	(500.00)
Gas bill	(635.78)	(1,099.44)
Electric bills	(1,672.20)	(1,386.08)
Postage	(333.97)	(98.00)
Audit Fees	0.00	(3,075.00)
Artistes Fees	0.00	(5,470.03)
Other creditors	(13,675.07)	(15,366.36)
	<u>(119,175.92)</u>	<u>(89,209.07)</u>

	<b>2021-22</b>	<b>2022-23</b>
	£	£
Balance brought forward April	<b>3,092,000.00</b>	<b>2,964,505.64</b>
Depreciation	<b>(127,494.36)</b>	<b>(118,937.74)</b>
Net Revaluation	<b>0.00</b>	<b>0.00</b>
<b>Balance carried forward March</b>	<b><u>2,964,505.64</u></b>	<b><u>2,845,567.90</u></b>

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#### **M. REVALUATION OF FIXED ASSETS**

Valuations are undertaken mainly by CCBC's Corporate Property Department. The staff are members of the Royal Institute of Chartered Surveyors (RICS) The valuations are carried out over a five-year rolling programme.

Depreciation is charged on a straight-line basis over a designated useful economic life. No depreciation is charged in the year of revaluation.

#### **N. ACCOUNTING POLICIES APPLIED TO THESE ACCOUNTS**

The accounts for Blackwood Arts Centre are drawn up under the accounting policies of Caerphilly County Borough Council.

i. All incoming resources are accounted for when the charity has entitlement to the funds, certainty of receipt, and the amount is measurable.

Where income is received in advance for a performance or other specified service it is deferred until the charity is entitled to that income (Receipts in advance at year end)

ii. All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party.

Cost of generating funds comprise the cost of trading for the bar and vending.

Charitable activities include the costs of performances, exhibitions and other educational activities undertaken to further the purposes of the charity.

Governance costs represent those costs of the strategic management of the charity and of complying with constitutional and statutory requirements, this includes the independent examination fee.

iii. Support costs are those costs which have not been directly allocated to an activity of the charity but nevertheless support those activities, these costs have been allocated between charitable activities and governance costs as per note D.

iv. Stock is included at the lower of cost and net realisable value.

v. Employees of the charity are entitled to join the Local Government Pension Scheme, which is funded by contributions from employee and employer. This is managed in accordance with the Local Government Pension Scheme regulations.

vi. The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.

**Head of Financial Services and Section 151 Officer**

**On behalf of the Trustee**

**17th January 2024**