

**BROMSGROVE ARTS CENTRE TRUST**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 MARCH 2008**  
**Registered Charity No : 1097573**

**BROMSGROVE ARTS CENTRE TRUST**

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**BROMSGROVE ARTS CENTRE TRUST**

**TRUSTEES' REPORT**

**for the year ended 31 March 2008**

The trustees present their report and accounts for the year ended 31 March 2008.

**Reference and Administrative Information**

Charity name	Bromsgrove Arts Centre Trust (also known as Artrix)
Charity Registration Number	1097573
Registered office	Artrix School Drive Bromsgrove B60 1AX

**Independent Auditors**

Clement Keys  
Chartered Accountants  
39/40 Calthorpe Road  
Edgbaston  
Birmingham  
B15 1TS

**Bankers**

Natwest  
Bromsgrove Branch  
124 High Street  
Bromsgrove  
B61 8HJ

**Secretary**

Ms M D'Andreae Brown

**Principal Officers**

Mr A Woods – Chief Executive

**Structure, Governance and Management**

*Governing Document*

The Bromsgrove Arts Centre Trust is constituted under a Trust Deed dated 23 April 2003 and is a registered charity number 1097573.

The Trustees of the charity are in the process of registering an incorporated entity (limited company number 5455644) as a registered charity. Assuming registration is successful and permission is granted from the Charity Commission, the activities, assets and liabilities of this charity will be transferred to the limited company.

## **BROMSGROVE ARTS CENTRE TRUST**

### **TRUSTEES' REPORT – continued**

**for the year ended 31 March 2008**

#### *Recruitment and Appointment of Trustees*

The Board of the Bromsgrove Arts Centre Trust is made up of 15 Trustees, of whom 5 are from the community, 5 are appointed by North East Worcestershire College and 5 are appointed by Bromsgrove District Council.

The Trustees of the charity who served during the year and up to the date of this report are set out below:

Ms S Hirst  
Ms W Maton  
Mr D Trigger  
Dr M White  
Mrs D Wilson

Chair

Mr B Adams  
Mr N Bromley  
Ms T Burton  
Mr A Howells  
Mr C Smith

D Campbell  
Cllr J Duddy  
Cllr J Griffiths  
Cllr M Sherrey  
Cllr R Smith  
Cllr C Spencer

to 25 September  
Vice Chair  
from 25 September  
from 25 September  
from 25 September

#### *Trustee induction and training*

New Trustees receive an induction and welcome from the Chair and Chief Executive on appointment. The Trust maintains indemnity insurance for its Trustees.

#### *Risk management*

The financial assets of the Trust are invested in Natwest Bank Current and Deposit accounts. The Trustees are of the view that the current investment has a minimal risk for the Trust.

The Trustees consider other risks associated with the Charity and ensure that there is an adequate control environment to mitigate them through the practice of fire and health and safety risk assessment and monitoring, staff training in health, safety and security matters and the maintenance of safe operating practices and financial protocols laid down in the staff handbook.

The Trustees carried out an analysis of risks associated with the Charity during the year and implemented an adequate control environment to mitigate these risks.

#### *Organisational Structure*

The day to day management of activities, as directed by the Trustees, has been delegated to the chief executive who is assisted by a senior management team consisting of an administrative officer and a marketing officer. Operational matters are overseen by the senior management team and are carried out by teams of duty managers, technicians, box office staff and cleaners.

The Trust is supported in its work by a team of volunteers who staff its catering operation and provide ushering services for performances.

## **BROMSGROVE ARTS CENTRE TRUST**

### **TRUSTEES' REPORT – continued**

**for the year ended 31 March 2008**

#### **Objectives and Activities**

Bromsgrove District Council in partnership with North East Worcestershire College (NEW College) established two charitable trusts in April 2003 to manage Artrix.

The two trusts had shared objectives:

To advance education and increase appreciation and understanding of all forms of the arts amongst members of the public including (without limitation) the arts of drama, dance, music and performance and visual arts in particular but without limitation;

- (a) by presenting, producing, organising and promoting or procuring to be presented, produced, organised or promoted either alone or with others performances of music, drama or any other form or arts; and
- (b) by providing, organising or promoting classes and courses in drama, music, painting or any other form of the arts.

The Bromsgrove Arts Development Trust (charity number 1097575) holds the building in trust, and leases it for a peppercorn rent to this Trust which operates and maintains the property.

#### **Review of activities**

Between 1 April 2007 and 31 March 2008 Artrix opened to the public for 349 days, hosting 208 live performances and 218 film screenings to an audience of 40,296 (up 17.5% on 2006/7). The live programme consisted of 29 chamber, choral and orchestral concerts; 71 jazz, blues, folk soul and rock concerts; 71 theatre performances; 24 dance performances; 7 comedy nights and 6 spoken word events and included performances by local schools, youth organisations and community theatre groups as well as professional touring companies. Over the same period Artrix curated 12 exhibitions and promoted 355 creative workshop sessions.

Key to the continuing success of the venue has been its partnership with Bromsgrove Arts Alive! (BAA!), a consortium of local arts organisations whose members promote professional performance at Artrix (Bromsgrove Concerts, Bromsgrove Festival, Words and others) or use it as a performance base for community performance (Bromsgrove Operatic, All and Sundry theatre, local choirs and orchestras). Their activities made up 31% of the Artrix event programme over the year.

Significant project funding received in 2005 from the Arts Council of England enabled Artrix to continue to develop its directly promoted performance programme and include within it challenging new work by national companies and a schools residency programme.

With key partner NEW College filling every space in the building during teaching hours in term time and Artrix hosting an average of 1.17 performances and screenings a day the venue is working close to capacity. Of the 1,095 morning, afternoon and evening sessions available in the theatre over the year, 87% were used with breaks only being taken for Christmas and a summer maintenance closedown.

None of this would have been possible without generous revenue support from Bromsgrove District Council, project support from Worcestershire County Council and the Arts Council of England and the partnership of NEW College for which the venue is very grateful.

## **BROMSGROVE ARTS CENTRE TRUST**

### **TRUSTEES' REPORT – continued**

**for the year ended 31 March 2008**

#### **Review of activities – continued**

##### **Theatre**

With the continuing support of the Arts Council we further developed our professional theatre programme over the year with visits by, amongst many others, the astounding Aiden Dooley with Tom Crean: Antarctic Explorer; Guy Masterson with his subtle interpretations of Dylan Thomas's Under Milk Wood and Fern Hill; Red Shift with Much Ado About Nothing; European Arts with A Picture of Dorian Grey; Heartbreak Productions with Wuthering Heights and Hard Graft with its brilliant Coast to Coast. We also hosted our first professional pantomime at Christmas and co-produced Charlotte Badger, the tale of a Bromsgrove born antipodean female pirate!

BAA! Partners Bromsgrove Operatic did wonders with Oliver, All and Sundry produced Noises Off, Allo Allo and the pantomime Dick Wittington while North Bromsgrove High School presented West Side Story and NEW College students produced various plays through the year.

##### **Dance**

Our dance programme really took off in 2007/8 with performances by the Blue Eyed Soul, ACE, Union Dance, 2 Faced Dance, Motion House and Shobanah Jeyasingh companies. Particularly successful was a sold out week long residency by 2 Faced Dance.

##### **Music**

We are incredibly fortunate to have Bromsgrove Concerts and Bromsgrove Festival as BAA! partners, bringing both the best and some of the most challenging chamber music around to the venue. Other musical BAA partners to perform at Artrix were a number of local choral groups and orchestras, creating a classical music programme to match any at a similarly sized venue.

Our mainstream music programme encompassed jazz from Soweto Kinch, the Worcestershire Youth Jazz Orchestra and the late Humphrey Lyttleton, folk from Jacqui McShee, Phil Beer and Ralph McTell, rock and blues from The Animals, The Blues Band and The Hamsters, soul music from Roy G Hemmings and wonderful performances by The Mujenkyo Taiko Drummers and Tango Siempre.

##### **Spoken Word**

Artrix once again partnered the Worcestershire schools poetry slam and through 'Words' hosted a brilliant and very funny performance by poet Ian McMillan.

##### **Comedy**

Artrix's reputation as an important comedy venue continues to grow with appearances by Sean Locke, Punt and Dennis, John Shuttleworth, Count Arthur Strong and Mitch Benn.

##### **Cinema**

As well as continuing to build Bromsgrove's audience for specialist cinema, Artrix also took cinema into the community by helping to launch a new film society in Dodford, and by running two summer outdoor screenings at the Avoncroft Museum.

##### **Exhibitions**

With the help of Worcestershire County Council we were able to upgrade lighting for our exhibition area, which now attracts exciting new local artists pushing the boundaries of their chosen fields of work.

## BROMSGROVE ARTS CENTRE TRUST

### TRUSTEES' REPORT – continued

for the year ended 31 March 2008

#### Review of activities – continued

##### Education

Artrix's workshops programme continued to grow, with a major performing arts summer school and the launch of Act It, Stage It and Move It, our three new termly performing arts workshops for young people. Its partnerships with NEW College, North Bromsgrove High School and Worcester Arts Education, meanwhile, produced an exciting range of new projects.

#### Performance and attendance information

	2006/07			2007/08		
	No. performances/ screenings/ sessions	Attendance	Attendance per performances/ screenings/sessions	No. performances/ screenings/sessions	Attendance	Attendance per performances/ screenings/sessions
<b>Artrix cinema</b>	199	6,689	34	218	7,848	36
<b>Artrix performance</b>	85	12,081	142	106	17,066	161
<b>Hires and partner promotions</b>	105	15,540	148	102	15,380	150
<b>Total number of events</b>	389			426		
<b>Artrix workshop sessions</b>	242	3,064	13	355	7,216	18
<b>NEW College workshop sessions (estimated)</b>	950	20,900	222	1,196	26,400	22
<b>Total attendance at performances and screenings</b>		<b>58,274</b>			<b>73,910</b>	

#### Financial Review

##### *Principal Funding Sources*

The principal source of funds of the trust were grants from Bromsgrove District Council totalling £120,000. Grants were also received from NEW College (£23,811) and Worcestershire County Council (£10,000). From time to time donations are also received.

The arts centre was open to users during the year and income from users and lettings totalled £301,156 and £95,644 respectively.

##### *Investment policy*

The Trustees' investments are held in current and deposit bank accounts so as to protect the capital invested.

## **BROMSGROVE ARTS CENTRE TRUST**

### **TRUSTEES' REPORT – continued**

**for the year ended 31 March 2008**

#### *Reserves policy*

Reserves at the year end totalled £51,550 of which £12,290 was represented by restricted reserves. Free reserves (that is those unrestricted reserves not represented by fixed assets) totalled negative £31,360 at the year end.

The trustees are continuing to develop the programme of events at Artrix and are investing any surpluses generated by the charity in achieving the same. It is the intention of the Trustees to review reserves policy with a view to establishing a level of reserves which will enable the Trust to continue to be in a position to operate as envisaged.

#### **Future plans**

Trustees recognise that it is crucial to the venue's growth and to its ability to deliver its core values of quality, challenge and equity that it broaden both its programme and audience base.

This will achieved by:

#### *Programme development*

- (a) Increasing the percentage of directly promoted contemporary theatre, dance, music, poetry and live art events in the programme, giving precedence to the development of work for/by young people, by reducing the number of third party hires; and
- (b) Developing the existing education programme with the introduction of day and weekend workshops, particularly for young people.

#### *Audience development*

- (a) Developing our e-marketing capability to complement marketing through print and the media; and
- (b) Introduce web social networking to improve communicate with young people.

#### *Outreach development*

- (a) Build on the success of our 2007/8 schools residency programme;
- (b) Provide more performing and training opportunities for young musicians;
- (c) With partners, developing the service we offer to those with particular needs;
- (d) Further developing our outdoor and community cinema programme, and work with local schools on developing a film education programme; and
- (e) In local schools providing an artist-in-residence in partnership with the County Council and NEW College.

#### *Resource development*

- (a) Continuing to develop our capital resource base to allow us to increase the quality and broaden the range of activities we can host; and
- (b) Seeking funding for the purchase and installation of air conditioning in the Artrix auditorium.



## **BROMSGROVE ARTS CENTRE TRUST**

### **TRUSTEES' REPORT – continued**

**for the year ended 31 March 2008**

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

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Trust law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year. In preparing those financial statements, the trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

#### **Auditors**

Clement Keys have expressed their willingness to continue to act as the charity's auditors.

Approved by the Board of Trustees on 7 July 2008 and signed on its behalf by:

**D Wilson**  
Trustee

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BROMSGROVE ARTS CENTRE TRUST**

We have audited the financial statements for the year ended 31 March 2008 which are set out on pages 9 to 17 and which comprise the Statement of Financial Activities, Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's Trustees, as a body, in accordance with the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditors' 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 Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustees and auditors**

As described in the Statement of Trustees' Responsibilities the Trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepting Accounting Practice).

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 Charities Act 1993. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if 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 transactions with the charity are not disclosed.

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

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes an 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 the 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 misstatements, 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.

### **Opinion**

In our opinion the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Charities Act 1993.

**39/40 Calthorpe Road  
Edgbaston  
Birmingham  
B15 1TS**

**CLEMENT KEYS  
Chartered Accountants  
Registered Auditor  
7 July 2008**

**BROMSGROVE ARTS CENTRE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 March 2008

	Unrestricted Note	funds £	Restricted funds £	2008 Total £	2007 Total £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
<i>Voluntary income</i>					
Donations, legacies and gifts	3	109	-	109	2,065
<b>Activities for generating funds</b>					
Investment income – rents		95,644	-	95,644	68,637
Investment income – bank interest		3,030	-	3,030	1,435
<b>Incoming resources from charitable activities</b>					
Grants receivable	4	153,811	4,950	158,761	176,753
Charges to users	5	301,156	-	301,156	236,718
<b>Other income</b>	6	-	-	-	4,042
		-----	-----	-----	-----
<b>Total incoming resources</b>		553,750	4,950	558,700	489,650
		=====	=====	=====	=====
<b>Resources expended</b>					
<b>Activities for generating funds</b>					
Charitable activities		549,980	3,930	553,910	494,466
Governance costs		3,512	-	3,512	3,320
		-----	-----	-----	-----
<b>Total charitable expenditure</b>	7	553,492	3,930	557,422	497,786
		=====	=====	=====	=====
<b>Net incoming/(outgoing) resources for the year</b>		258	1,020	1,278	(8,136)
<b>Reconciliation of funds</b>					
Fund balances at the beginning of the year		39,002	11,270	50,272	58,408
		-----	-----	-----	-----
<b>Fund balances at the end of the year</b>		39,260	12,290	51,550	50,272
		=====	=====	=====	=====

All incoming resources and resources expended are derived from continuing activities. There are no other gains and losses other than those recognised above and accordingly no separate statement of total recognised gains and losses has been prepared.

**BROMSGROVE ARTS CENTRE TRUST**

**BALANCE SHEET**

**at 31 March 2008**

	<b>Note</b>	<b>£</b>	<b>2008</b>	<b>£</b>	<b>£</b>	<b>2007</b>	<b>£</b>
<b>Fixed assets</b>							
Tangible fixed assets	11		70,620			48,088	
<b>Current assets</b>							
Stock		4,019			3,421		
Debtors	12	10,318			7,776		
Cash at bank and in hand		94,613			74,210		
			<hr/>		<hr/>		
			108,950		85,407		
<b>Creditors</b> : amounts falling due within one year	13	(113,020)			(58,223)		
			<hr/>		<hr/>		
<b>Net current (liabilities) / assets</b>			(4,070)			27,184	
<b>Creditors:</b> amounts falling due after more than one year	14		(15,000)			(25,000)	
			<hr/>			<hr/>	
<b>Total assets less liabilities</b>			51,550			50,272	
			<hr/>			<hr/>	
<b>Reserves</b>							
Unrestricted funds			39,260			39,002	
Restricted funds	15		12,290			11,270	
			<hr/>			<hr/>	
<b>Total funds</b>	16		51,550			50,272	
			<hr/>			<hr/>	

The notes on pages 11 to 17 form part of the financial statements.

Approved by the Board of Trustees on 7 July 2008 and signed on its behalf by:

**D Wilson**  
Trustee

**BROMSGROVE ARTS CENTRE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 March 2008**

**1 Principal accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Trust's financial statements.

**Basis of accounting**

The financial statements have been prepared in accordance with the provisions of the Charities Act 1993 and in compliance with the historical cost accounting rules, on an accruals basis and in compliance with applicable Accounting Standards. In preparing the financial statements the Trustees have adopted the provisions of the Statement of Recommended Practice - "Accounting and Reporting by Charities" (SORP 2005).

**Fund accounting**

***Restricted funds***

Restricted funds represent grants and donations which are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

***Unrestricted funds and designated funds***

Unrestricted funds represent funds that are expendable at the discretion of the Trustees in the furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment. Designated funds are those funds which are unrestricted in nature but which have been designated by the Trustees to be used in a particular manner.

**Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the trust, are recognised when it becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Where income is received in advance of performance it is treated as deferred income and included within creditors.
- Grants and donations received for capital purposes are accounted for as restricted funds and depreciation of the underlying fixed assets is charged to these funds.
- Income from arts activities is included in incoming resources in the period in which the relevant activity takes place. Income is deferred when admission fees are received in advance of the performances or events to which they relate.
- Investment income is included in the financial statements as and when receivable and the amounts shown include taxation recoverable thereon, where applicable.

## BROMSGROVE ARTS CENTRE TRUST

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2008

#### 1 Principal accounting policies – continued

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity comprise both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### VAT

The charity is partially exempt for VAT. Value added tax which is not recoverable by the charity is included in the relevant costs in the Statement of Financial Activities and tangible fixed assets.

##### Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	- 25% straight line
Fixtures and equipment	- 25% straight line

The charity capitalises fixed assets over a value of £1,000.

##### Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities as incurred.

2 Net incoming resources	2008	2007
	£	£
These are stated after charging the following		
Depreciation	23,946	24,284
Auditors' remuneration	2,800	2,700
	<u>          </u>	<u>          </u>

**BROMSGROVE ARTS CENTRE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2008

<b>3</b>	<b>Voluntary income - donations and similar incoming resources</b>	<b>2008</b> £	<b>2007</b> £
	Donations in kind of fixed assets	-	-
	Other donations	109	2,065
		<hr/>	<hr/>
		109	2,065
		<hr/> <hr/>	<hr/> <hr/>
<b>4</b>	<b>Incoming resources from activities to further the trust's objects</b>	<b>2008</b> £	<b>2007</b> £
	<b>Unrestricted grants receivable</b>		
	- Bromsgrove District Council	120,000	120,000
	- North East Worcestershire College - in lieu of staff	23,811	23,153
	- Worcestershire County Council	<u>10,000</u>	<u>10,000</u>
		153,811	153,153
	<b>Restricted grants receivable</b>		
	- Worcestershire County Council	2,000	-
	- Arts Council England West Midlands	<u>2,950</u>	<u>23,600</u>
		158,761	176,753
		<hr/> <hr/>	<hr/> <hr/>
<b>5</b>	<b>Charges to users</b>	<b>2008</b> £	<b>2007</b> £
	Cinema sales	35,392	23,613
	Catering income	64,342	53,960
	Box Office sales – Events	190,835	154,450
	Other	<u>10,587</u>	<u>4,695</u>
		301,156	236,718
		<hr/> <hr/>	<hr/> <hr/>
<b>6</b>	<b>Other income</b>	<b>2008</b> £	<b>2007</b> £
	Insurance claims	-	4,042
		<hr/> <hr/>	<hr/> <hr/>

**BROMSGROVE ARTS CENTRE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2008**

7	<b>Total resources expended</b>	<b>Cinema</b>	<b>Events</b>	<b>Catering</b>	<b>Arts development</b>	<b>Governance</b>	<b>2008 Total</b>	<b>2007 Total</b>
		£	£	£	£	£	£	£
	<b>Costs directly allocated to activities</b>							
	Film hire and transport	14,036	-	-	-	-	14,036	11,254
	Artists costs	-	151,779	-	-	-	151,779	99,415
	Performing rights royalties	-	5,242	-	-	-	5,242	5,116
	Catering purchases	-	-	31,497	-	-	31,497	26,497
	Other direct costs	-	15,124	-	18,004	-	33,128	22,649
	<b>Support costs allocated to activities</b>							
	Wages, salaries and other staff costs	40,612	103,965	9,251	17,968	762	172,558	163,002
	Marketing	4,761	42,849	-	-	-	47,610	38,183
	IT costs	1,010	9,085	-	-	-	10,095	12,242
	Premises	1,481	5,922	-	7,402	-	14,805	12,637
	Repairs and renewals	362	1,446	-	-	-	1,808	7,407
	Insurance	454	1,817	-	2,271	-	4,542	7,646
	Licences	-	432	-	-	-	432	304
	Heat and light	2,191	8,766	-	10,957	-	21,914	21,695
	Travel and motor	176	1,581	-	-	-	1,757	1,052
	Water	107	321	107	534	-	1,069	(1,108)
	Telephone	684	2,735	-	-	-	3,419	3,003
	Postage	215	862	-	-	-	1,077	565
	Office costs	573	1,719	573	2,864	-	5,729	9,969
	Depreciation	9,578	9,578	4,790	-	-	23,946	24,284
	Bank charges	34	306	-	-	-	340	446
	Professional charges	891	2,673	891	4,454	2,750	11,659	5,457
	Equipment hire	-	313	-	-	-	313	382
	Other costs	(133)	(400)	(133)	(667)	-	(1,333)	25,689
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		77,032	366,115	46,976	63,787	3,512	557,422	497,786
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Support costs are allocated on the following basis:  
 - Wages and salaries – actual time spent on activity  
 - Other costs – estimate of percentage of resources spent on activity



**BROMSGROVE ARTS CENTRE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2008**

<b>8</b>	<b>Staff costs and number</b>	<b>2008</b> <b>£</b>	<b>2007</b> <b>£</b>
	Salaries and wages	159,569	149,667
	Social security	7,491	6,790
	Pension costs	3,357	3,115
		<hr/>	<hr/>
		170,417	159,572
		<hr/> <hr/>	<hr/> <hr/>

Included within wages, salaries and other staff costs at note 7 are the above payroll costs plus an additional £2,141 (2007: £3,430) in respect of staff training and recruitment.

The average number of employees during the year, calculated on the basis of full time equivalents was:	<b>No</b>	<b>No</b>
Artistic Director	1	1
Administration and support	<hr/> 8	<hr/> 8
	9	9
	<hr/> <hr/>	<hr/> <hr/>

No employee earned in excess of £60,000.

In addition to the above paid staff, there are 61 volunteers who assist duty staff with ushering and catering tasks and the technical team with event presentation.

**9 Trustees remuneration and related party transactions**

No Trustee received any remuneration or reimbursed expenses during the year.

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.

**10 Taxation**

As a charity, Bromsgrove Arts Centre Trust, is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen within the charity.

**BROMSGROVE ARTS CENTRE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2008**

<b>11</b>	<b>Tangible fixed assets</b>	<b>Plant and machinery £</b>	<b>Fixtures and fittings £</b>	<b>Office equipment £</b>	<b>Total £</b>
	<b>Cost</b>				
	At 31 March 2007	6,981	78,747	4,772	90,500
	Additions	37,161	1,471	7,846	46,478
		<hr/>	<hr/>	<hr/>	<hr/>
	At 31 March 2008	44,142	80,218	12,618	136,978
		<hr/>	<hr/>	<hr/>	<hr/>
	<b>Depreciation</b>				
	At 31 March 2007	591	39,558	2,263	42,412
	Charge for year	2,777	20,060	1,109	23,946
		<hr/>	<hr/>	<hr/>	<hr/>
	At 31 March 2008	3,368	59,618	3,372	66,358
		<hr/>	<hr/>	<hr/>	<hr/>
	<b>Net book value</b>				
	At 31 March 2008	40,774	20,600	9,246	70,620
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	At 31 March 2007	6,390	39,189	2,509	48,088
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>12</b>	<b>Debtors</b>			<b>2008 £</b>	<b>2007 £</b>
	Trade debtors			1,558	5,657
	Other debtors			-	1,390
	Prepayments			8,760	729
	Accrued income			<hr/>	<hr/>
				10,318	7,776
				<hr/> <hr/>	<hr/> <hr/>
<b>13</b>	<b>Creditors: amounts due within one year</b>			<b>2008 £</b>	<b>2007 £</b>
	Trade creditors			31,538	19,624
	Other creditors			17,784	9,677
	Other taxation			4,469	3,515
	Accruals			20,911	9,920
	Advance income – ticket sales			<hr/>	<hr/>
				38,318	15,487
				<hr/> <hr/>	<hr/> <hr/>
				113,020	58,223
				<hr/> <hr/>	<hr/> <hr/>
<b>14</b>	<b>Creditors: amounts falling due after more than one year</b>			<b>2008 £</b>	<b>2007 £</b>
	Other creditors			15,000	25,000
				<hr/> <hr/>	<hr/> <hr/>

**BROMSGROVE ARTS CENTRE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 March 2008**

<b>15</b>	<b>Restricted resources</b>	<b>Balance at 1 April 2007 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources 31 £</b>	<b>Balance at March 2008 £</b>
	Arts Council England West Midlands	11,270	2,950	(1,932)	12,288
	Worcestershire County Council	-	2,000	(1,998)	2
		<hr/>	<hr/>	<hr/>	<hr/>
		11,270	4,950	(3,930)	12,290
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>16</b>	<b>Analysis of net assets between funds</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2008 Total £</b>	<b>2007 Total £</b>
	Tangible fixed assets	70,620	-	70,620	48,088
	Net current (liabilities) / assets	(16,360)	12,290	(4,070)	27,184
	Long term liabilities	(15,000)	-	(15,000)	(25,000)
		<hr/>	<hr/>	<hr/>	<hr/>
		39,260	12,290	51,550	50,272
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>17</b>	<b>Financial commitments</b>			<b>2008 Other £</b>	<b>2007 Other £</b>
	The trust has financial commitments under the following non-cancellable operating leases			£	£
	Expiry within :				
	one year			1,265	-
	one to two years			-	353
	two to five years			-	-
				<hr/> <hr/>	<hr/> <hr/>

**18 Related party transactions**

A number of the trustees of Bromsgrove Arts Centre Trust have interests in organisations which have provided support and funding to the charity in the year. The Trustees of Bromsgrove Arts Centre Trust have considered the disclosure requirements of Accounting and Reporting by Charities: Statement of Recommended Practice (revised 2005) and of Financial Reporting Standard number 8: Related Party Disclosures, and consider that the transactions requiring disclosure are as follows:

Mrs D Wilson is the Chair of the West Midlands Council and is a member of the National Council of Arts Council England. During the year, the charity has received restricted grants of £2,950 (2007: £23,600) from Arts Council England West Midlands.

Councillors J Duddy, J Griffiths, M Sherrey, R Smith and C Spencer together with D Campbell are appointed by, and represent, Bromsgrove District Council. During the year, the charity received grants of £120,000 (2007: £120,000) from Bromsgrove District Council.

Mr B Adams, Mr N Bromley, Ms T Burton, Mr A Howells and Mr C Smith are appointed by, and represent, NEW College. During the year, the charity received monies in lieu of staff of £23,811 (2007: £23,153) from NEW College. In addition, NEW College hired facilities from the charity during the year on an arm's length basis.