

ARCADEA

**Trustees Report and Financial Accounts
For the Year Ended 31 March 2013**

Charity Number 1046912

ARCADEA

Trustees Report and Financial Statements For the year ended 31 March 2013

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ARCADEA
Report of the Management Committee

For the year ended 31 March 2013

The Arcadea Management Board, have pleasure in presenting their report and financial statements of the charity for the year ended 31st March 2013.

Reference and administrative information

Charity Name ARCADEA

Registered Charity 1046912
Number

Management Board

Ms Pauline Heath
Ms Paula Greenwell
Ms Karen Sheader Co - Chair
Mr George Wallace
Ms Janice Irving Co - Chair
Ms Helen Atkin
Mr Stuart Bracking

Registered Office 2nd Floor
Commercial Union House
Pilgrim Street
Newcastle
NE1 6QE

Independent Ellison Services
Examiner C/O Newcastle Council for
Voluntary Service
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF

Bankers Lloyds TSB
102 Grey Street
Newcastle upon Tyne
NE1 6AG

The Co-operative Bank PLC
Norfolk House,
84/86 Grey St,
Newcastle upon Tyne,
NE1 6BZ

ARCADEA

Report of the Management Committee

For the year ended 31 March 2013

Structure, governance and management

Governing documents

The organisation is a charity the constitution was adopted 2 February 1995 as amended 19 September 1998 and 20 September 2004. The financial statements comply with current statutory requirements, the organisations memorandum and articles of association and the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005)'.

Appointment of Trustees

New trustees are appointed at any point during the year. Our aim is to appoint trustees with skills and experience relevant to the Third Sector and to the specialism of our service delivery. Trustees are recruited through personal recommendations from existing trustees, their contacts, and the staff team.

Organisation

The management board meets quarterly and deals with the administration of the charity encompassing the strategic vision, financial accountability and risk management.

The operational management of the organisation is undertaken by the paid staff team.

Risk management

The management committee has conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Chair's Statement

2012 – 13 was a year of major change for Arcadea. We moved to larger more suitable premises, established the HUB as a viable concern, reduced our dependence on grant aid significantly and deepened our relationships with local arts and cultural providers. Possibly the most significant aspect of 2012 – 2013 (and one of the most significant in the history of the organisation) was the establishment of the HUB.

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Report of the Management Committee

For the year ended 31 March 2013

Arising from our work with Newcastle City Council during 11–12; to forward the cultural inclusion of learning disabled people, the HUB is a Cultural 'Day Service' for learning disabled people, that aims to, celebrate, collaborate and share the creativity of learning disabled people with mainstream arts organisations, community organisations and the general public.

The HUB was and has been a large focus of Arcadea's work and has had a transformative effect on our organisation, providing us with a steady and growing stream of income, constant contact with learning disabled people and the community that supports learning disabled people and has created a pathway to meaningful collaboration with a range of statutory, voluntary and cultural organisations.

Through establishing the Hub, we are now well on our way to achieving the four aims of our three-year strategy.

- Shield the organisation from the economic downturn.
- Counter the organisations reliance on funding from external sources and through earned income, move it towards a degree of core financial sustainability.
- Allow us to target more effectively those individuals and communities in most need.
- Develop a new approach to our collaborative work with the third sector and within public sector health and social care.

However, Arcadea is a charity and an arts organisation of and for disabled people. Therefore we have and will continue to work hard to balance our aim of being financially stable through earned income with our core business, which is to use art and culture to transform the lives of disabled people.

Premises

For almost 20 years Arcadea has been based in Newcastle at Mea House, and while providing excellent accommodation and services, with the development of the HUB Mea became unsuitable for our purposes. On the 1st of January 2012 we moved into Commercial Union House (CUH).

Of the many options available to us, and we would like to thank the City Council for all of the help and offers they gave us, CUH was clear favourite. Sitting in the very heart of Newcastle CUH is a large office block, provides us with a large studio for the group, a kitchen (for baking), meeting rooms and an office. However the main advantage of being in this building is that almost all of it has been converted for use as studios, galleries, rehearsal rooms and performance spaces.

This proximity to these resources (and the artists that use them) has fostered collaboration, raised awareness and has nurtured the creative identity of our members.

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Report of the Management Committee

For the year ended 31 March 2013

Project Work

With excellence as the overriding context, with each Hub project we set out to achieve one or more of the following aims–

- Enhance and support the lives of Disabled People
- Raises awareness and reach out to the public
- Challenge and develop the skills and creativity of our members
- Be innovative
- Reach out and collaborate with others

The Workshop Season

To round off our contract with Newcastle City Council, during the summer we collaborated with a wide range of artists, arts and community organisations across the city. The objective of the season was to provide learning disabled people with an opportunity to engage with professional artists in community settings and for the artists to learn more about the HUB and those it works with.

The Season lasted a month. It culminated in work being exhibited at the Heaton Arts Festival and a celebratory Barbecue for friends and family.

Human Rights

Arcadea was selected by the British Institute of Human Rights BIHR to take part in its two year pilot project “Human Rights in the Community”. 12-13, was the second year of the project. The pilot gave HUB members, other learning disabled people, disabled artists and our colleagues in our sister organisation SYMO (Shoot Your Mouth Off) training and resources to explore and express our personal understanding of Human Rights.

This work resulted in two music videos and 12 metres of bunting, with each flag depicting a personalised Human Right. The bunting and the videos subsequently joined the BIHR annual national tour.

Conferences and Daleks

Over the year we attended numerous conferences and events. These included meeting and quizzing the candidates for Northumbria Crime Commissioner and conferences on Democracy and Hate Crime. Possibly the most memorable of the events we took part in was the Northern Charity Daleks annual fundraiser at Woodhorn Museum. Where, with the help of local heritage group the ‘Time Bandits’, we acted as honorary guards to the various science fiction characters that attended the event.

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Report of the Management Committee

For the year ended 31 March 2013

Christmas and the New Year's Eve Parade

The run up to Christmas was a busy period for the HUB, we designed and made massive Christmas Decorations for Liberdade (a similar organisation to the HUB) and for our own public event at the Star and Shadow Cinema.

As well as getting ready for Christmas a number of us were rehearsing at the weekends with the community-drumming group World Beaters, in preparation for the Newcastle New Year's Eve Parade. This was a thrilling event to take part in, we joined a group of drummers, totalling 30 or so, paraded through the streets of Newcastle past thousands of onlookers and got up a close and personal with the Parade end fireworks.

The Brain

Early in 2013 we worked with a small group of scientists from Newcastle University exploring how the brain works, in particular the function of Mitochondrial cells. We creatively interpreted images of the cells and piece of work for the University's exhibition on Mitochondria at the Great North Museum.

The Late Shows

The latter part of 12-13 saw us all busy preparing for the Late Shows. Coordinated by the Tyne and Wear Museums Service. The Late Shows are a big event in the Newcastle/Gateshead cultural calendar, when more than 60 cultural organisations open their doors, for free, for two evenings in May. Thousands of people attend late show events, and for the group this would be the highest profile event the HUB had presented or taken part in.

We agreed to present an improvised piece called the Hubcap Café at which the audience, while having a cup of tea, could savour the atmosphere and drama of a greasy roadside café, which featured a huge four lane Scalextric track. February, March saw a huge amount of work being done by the group rehearsing and designing and making costumes and props. The reward was that over a thousand people were to visit the HUB that night.

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For the year ended 31 March 2013

Strategic Development

The Blue Card

During the year we were asked by Newcastle City Council to revamp and relaunch a project that had been started at a day centre, but needed completing, the Blue Card Scheme. This is a simple scheme that provides a safety net learning disabled people should they need help in an emergency. Members of the HUB redesigned the look,

feel and management of the scheme making it more attractive, easier to use, more discreet and relevant to the needs of its users and, importantly, those of the emergency services. More than 1,000 cards have been distributed across the city.

The Blue Card now helps learning disabled people, who when out and if subject antisocial behaviour can gain rapid access to the safe spaces network in Newcastle. It is also part of the Hospital Passport Scheme and is a key indicator at local A&E departments.

HUB Tickets

Officially launched in 11-12, the year saw the HUB ticket Scheme begin to grow in popularity, loosely modelled on the Shape London Ticket Scheme. On joining members receive a membership card that can be used at most of the Newcastle Gateshead cultural venues to secure a free ticket for an accompanying carer or support worker.

There is still much work to do on the scheme and we hope to secure development funding in the future to increase both the membership and the numbers of participating venues, for a service that is highly valued by its members.

The Hubble

As we have already reported, many of the people we aim to support either do not have ready access to the Internet or have profound difficulty in using it. For the HUB it is very important that learning disabled people not only have access to arts and culture, but know what's going on and where to find it. In response we began publishing our own print newsletter the Hubble. Now in its 6th edition we distribute 500 copies every two months and estimate a readership of 800 (including the online edition). From the feedback we have had so far this is very popular aspect of what we do

ARCADEA **Report of the Management Committee**

For the year ended 31 March 2013

The Consortium

Collaborative and partnership working are very important aspects of the HUB. During the year we began working in consortium with Liberdade and Twisting Ducks, both of which are similar to the HUB in size and purpose. We have initially identified four issues to address:

- Transport – Making access to our own services and to cultural activity across the region easier for Learning disabled people.
- Support - Examining how we might make mainstream arts and culture more accessible for those people who require support or assistance in order to take part.
- Space - Considering how we might establish jointly managed work- spaces.
- Resources – Evaluating how we might share some of the capital and running costs of our organisations.

Apprenticeship

The year saw our first management apprentice, Katrin complete her time with us. She passed through her NVQ with flying colours and has worked with us since in a freelance capacity. Not as much as we would have wished though, as not long after leaving her first child, Betti, was born.

In Conclusion

Arcadea moved into the year with ambitious plans and succeeded in achieving most of what we set out to do. The project work has been exciting, we have engaged in some exciting collaborations, the move to new, and more appropriate, premises was smooth and our new home is vibrant and truly ours.

We do feel our biggest achievement has been our progress towards financial autonomy, releasing us from a state of being highly depended on grant aid for our core activity. However, none of this would have been possible without the support of the Lloyds TSB Foundation. The funding we received from the Foundation allowed the Trustees to feel confident about entering what was a new approach for us. There is a considerable possibility that without this support we would be not presenting this report today.

Finally I would like to thank not only the staff and artists, many of whom worked pro bono for a considerable period of time, but also the volunteers that worked with us throughout the year and made our service a very pleasant place to be and my fellow trustees for their continued an ongoing support.

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Report of the Management Committee

For the year ended 31 March 2013

Financial Review

This year Arcadea was funded principally by fees for attendance at Hub Club. The total income for the year was £85,200 (2012: £72,994) being an increase of 17 per cent. This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice (SORP) 2005.

The Statement of Financial Activities for the year ended 31 March 2013, shows a deficit across all funds of £ 30,249 (2012: deficit £20,760).

The Balance Sheet at 31 March 2012 shows total funds carried forward of £11,052 (2012: £41,301) of which £1,327 (2012: £14,097) are restricted funds.

Reserves policy

Arcadea has built up a small level of reserves over the years to enable it to even out some of the “highs and lows” of income generation. In the coming year the reserves that are held will be stretched to cover potential shortfalls from funding as a result of cuts. At 31 March 2012 the present level of reserves represents just over 1 month of running costs which falls short of the target level, although the strategy is to continue to build reserves through planned operating surpluses which the trustees believe to be prudent in light of challenges faced in securing funding.

ARCADEA
Report of the Management Committee

For the year ended 31 March 2013

Statement of Trustee Responsibilities

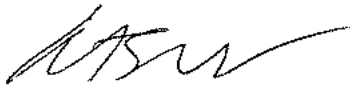
The trustees, who are also directors for the purposes of the Companies Act, are also responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are required 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 incoming resources and application of resources, including the income and expenditure of the charity for the year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements that are reasonable and prudent;
- state whether applicable 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. 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.

Approved by the trustees on and signed on their behalf by:



Karen Sheader

Co - Chair

6/1/14

Independent Examiner's Report to the Trustees of ARCADEA

For the year ended 31 Mar 2013

I report on the accounts of ARCADEA for the year ended 31st March 2013, which are set out on pages 11 to 18.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the period under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

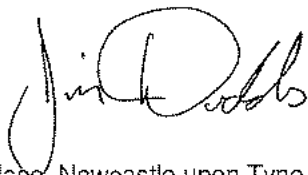
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jim Dodds
Ellison Services Limited
Higham House, Higham Place, Newcastle upon Tyne, NE1 8AF
Date



13/01/14

ARCADEA

Statement of financial activities

For the Year Ended 31 March 2013

	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Incoming resources (Note 3)				
Donations, legacies and grants	12,000	1,000	13,000	69,336
Fees for charitable services	70,844	1,140	71,984	3,396
Investment Income	44	-	44	56
Misc.	87	85	172	206
Total incoming resources	82,975	2,225	85,200	72,994
Resources expended (Notes 4-6)				
Wages, salaries, pensions and NI	51,935	676	52,611	55,914
Charitable activities	31,414	14,319	45,732	19,213
Premises Costs	11,001	-	11,001	13,040
Office Expenses	2,737	-	2,737	2,931
Legal and professional fees	921	-	921	170
Governance	949	-	949	1,059
Depreciation	1,497	-	1,497	1,427
Total resources expended	100,454	14,995	115,448	93,754
Net incoming/(outgoing) resources before transfers	(17,479)	(12,770)	(30,249)	(20,760)
Total funds brought forward	27,203	14,097	41,301	62,060
Total funds carried forward	9,724	1,327	11,052	41,300

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 Balance Sheet
 As at 31 Mar 2013

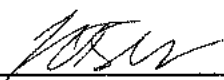
	Total this year £	Total last year £
Fixed assets		
Tangible assets (Note 7)	2,888	3,947
Current assets		
Debtors (Note 8)	2,000	2,589
Cash at bank and in hand	11,627	39,790
Total current assets	13,627	42,379
Creditors: amounts falling due within one year (Note 9)	5,463	5,026
Net current assets/(liabilities)	8,164	37,354
Total assets less current liabilities	11,052	41,301
Funds of the Charity		
Unrestricted funds	9,724	27,203
Restricted income funds (Note 10)	1,327	14,097
Total funds	11,052	41,301

Signed on behalf of the trustees

Signature

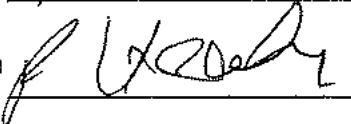
Date of approval

Karen Sheader Co - Chair



6/1/14

Pauline Heath



19/1/14

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Notes to the accounts

For the year ended 31 March 2013

Note 1 **Basis of preparation**

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
- and with Accounting Standards
- and with the Charities Act

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

Note 2 **Accounting policies**

INCOMING RESOURCES

Recognition of incoming resources These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

EXPENDITURE AND LIABILITIES

Liability recognition Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

ASSETS

Tangible fixed assets for use by charity These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.

DEPRECIATION

Depreciation is calculated to write off the value of the assets over the expected useful life using the following rates

Equipment Straight Line over 4 Years

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Notes to the accounts

(cont.)

For the year ended 31 March 2013

Note 3	Analysis of incoming resources	Unrestricted	Restricted	This year	Last year
	Analysis	£	£	£	£
Donations, Legacies	Arts Council	-	-	-	69,336
	Newcastle City Council (Blue Card)	-	1,000	1,000	-
	LTSB Foundation	12,000	-	12,000	-
	Total	12,000	1,000	13,000	69,336
Fees for Charitable Services	The Sage - Contribution to Hub website	-	-	-	1,000
	Hub Club earned income	70,844	-	70,844	-
	Earned Income	-	1,140	1,140	2,396
	Total	70,844	1,140	71,984	1,000
Investment Income	Interest Received	44	-	44	56
	Total	44	-	44	56
Misc.	Other income	87	85	172	206
	Total	87	85	172	206

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Notes to the accounts

(cont.)

For the year ended 31 March 2013

Note 4 Analysis of resources expended

	Analysis	Unrestricted £	Restricted £	This year £	Last year £
Wages, and Salaries,	Salary Costs	51,012	676	51,688	55,691
	Freelance	923		923	223
	Total	51,935	676	52,611	55,914
Charitable Activities	Artistic expenditure	13,980	5,890	19,870	4,403
	Marketing and promotion	46	3,864	3,911	4,230
	Room hire	800	200	1,000	-
	Other project activities	4,586	3,864	8,450	8,919
	Small project equipment	-	-	-	767
	Web site	-	500	500	-
	Travel	11,982		11,982	515
	Training	20	-	20	380
	Total	31,414	14,319	45,732	19,213
Premises Costs	Rent, rates	10,106	-	10,106	12,132
	insurance	467	-	467	445
	Light and heat	428	-	428	463
	Total	11,001	-	11,001	13,040
Office Expenses	General office expenses	689	-	689	1,037
	Telephone and fax	1,134	-	1,134	1,094
	Print post stationery	498	-	498	305
	Subscriptions and memberships	72	-	72	194
	Small office equipment	346	-	346	300
	Total	2,737	-	2,737	2,931
Legal and professional fees	Legal and professional fees	921	-	921	170
	Total	921	-	921	170
Governance	Board and hospitality	349	-	349	339
	Independent examination of accounts	720	-	720	720
	Less reduction 2011/12	(120)	-	(120)	-
	Total	949	-	949	1,059
Depreciation	Depreciation	1,497	-	1,497	1,427
		1,497	-	1,497	1,427

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Notes to the accounts

(cont.)

For the year ended 31 March 2013

Note 5

5.1 Trustee expenses

	This year	Last year
Number of trustees who were paid expenses	None	None
Nature of the expenses		
Total amount paid	-	-

5.2 Fees for examination of the accounts

	This year	Last year
	£	£
Independent examiner's or auditors' fees for reporting on the accounts	720	600

Note 6

Paid employees

6.1 Staff Costs

	This year	Last year
	£	£
Gross wages, salaries and benefits in kind including employer's National Insurance costs	51,688	55,691
Total staff costs	51,688	55,691

6.2 Average number of full-time equivalent employees in the year

	This year	Last year
	Number	Number
Total	2	2

No Employee received remuneration of more than £60,000 during the year (2012 - nil)

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Notes to the accounts

(cont.)

For the year ended 31 March 2013

Note 7	Tangible fixed assets	Equipment	Total
		£	£
	Balance brought forward	5,732	5,732
	Additions	438	438
	Balance carried forward	<u>6,170</u>	<u>6,170</u>
	Balance brought forward	1,785	1,785
	Depreciation charge for year	1,497	1,497
	Balance carried forward	<u>3,282</u>	<u>3,282</u>
	Brought forward	<u>3,947</u>	<u>3,947</u>
	Carried forward	<u>2,888</u>	<u>2,888</u>

Note 8 Debtors and prepayments

Analysis of debtors

Amounts falling due within one year

	This year	Last year
	£	£
Trade debtors	-	1000
Other debtors	2000	1,589
Total	<u>2,000</u>	<u>2,589</u>

Note 9 Creditors and accruals

9.1 Analysis of creditors

Amounts falling due within one year

	This year	Last year
	£	£
Inland Revenue p/e 5 April 13	3,643	4,306
Trade creditors	1,820	720
Total	<u>5,463</u>	<u>5,026</u>

9.2 Security over assets

There is no loan, overdraft or other creditor holding a charge or other security over any assets of the charity.

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Notes to the accounts

(cont.)

For the year ended 31 March 2013

Note 10 Restricted income funds

10.1 Movements of major funds

Restricted Funds

Fund names	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	Fund balances carried forward £
Mimosa	773	-	-	-	-	773
Coal Dust	1,996	-	-	-	-	1,996
Cultural Choice Hub	11,675	85	11,441	-	-	320
Disability Arts/Human Rights	(17)	-	-	-	-	(17)
BIHR	(331)	1,140	1,472	-	-	(663)
Blue Card	-	1,000	2,067	-	-	(1,067)
Cultural Companion	-	-	16	-	-	(16)
Total Restricted Funds	14,097	2,225	14,995	-	-	1,327
Unrestricted Funds	27,203	82,975	100,454	-	-	9,724
Total Unrestricted Funds	27,203	82,975	100,454	-	-	9,724