

ARCADEA

**ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2015**

Registered Charity Number 1046912

ARCADEA

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2015

Contents	Page
Trustees annual report	1 to 7
Independent examiners report	8
Statement of Financial Activities (including income and expenditure account)	9
Balance sheet	10
Notes to the financial statements	11 to 15

ARCADEA
Report of the Management Committee

For the year ended 31 March 2015

The Arcadea Management Board, have pleasure in presenting their report and financial statements of the charity for the year ended 31 March 2015.

1. Reference and administrative information

Charity Name	ARCADEA
Registered Charity Number	1046912
Management Board	Ms Pauline Heath Chair Ms Paula Greenwell Resigned 29/01/15 Ms Karen Sheader Resigned 27/01/16 Mr George Wallace Ms Dianne Little Mr Bill Norman Resigned 29/01/15 Ms Gemma Lockyear Resigned 29/01/15 Mrs Irene Robson Appointed 30/09/14
Registered Office	2nd Floor Commercial Union House Pilgrim Street Newcastle NE1 6QE
Independent Examiner	Ellison Services C/O Newcastle Council for Voluntary Service Higham House Higham Place Newcastle upon Tyne NE1 8AF
Bankers	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 2015

2. 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.

3. Chair's Statement

2014-2015 was Arcadea's second full year at Commercial Union House, and one that saw the organisation expand its service through the addition of ICEBOX, our arts based youth club for young disabled people.

During the year we also made concrete progress towards our aim of reducing our reliance on grant aid for our core functions, we did this through the continued development of our, paid for, cultural service for learning disabled people, "The HUB".

The HUB remained a large focus of Arcadea's work during 14-15 and continues to have a profound and positive effect on our organisation. Working as closely and consistently with a large group of learning disabled people, we have been able to refine and progress our ability to deliver exciting projects in this complex arena.

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, with our mission of using art and culture to transform the lives of disabled people throughout the North East of England.

ARCADEA

Report of the Management Committee

For the year ended 31 March 2015

We continued to work closely with disabled people and their organisations, statutory, voluntary and cultural services in the region towards our aim of making the arts more accessible to disabled people.

4. Premises

As noted in our previous report, towards the end of 13-14 we acquired the adjacent spaces to our studio. During 14-15 this extra space became a meeting room, an artist in residence studio, our main large studio, a tools workshop, 'a messy room', a music room, a TV room, a sensory space, a play room and large reception space.

This additional space has transformed our ability to offer a safe and exciting creative environment for disabled people of all ages to continue or to begin to explore their creative potential.

We are based on the second floor of Commercial Union House (a 1960's office block in the centre of Newcastle). The building has 6 large floors, most of which house cultural entrepreneurs, artists, performers and so on. We frequently work with these individuals and organisations sharing skills and forwarding their understanding of working alongside disabled people. With two adjacent office blocks being brought into similar use, this part of central Newcastle is rapidly becoming known as the cultural quarter of the city.

5. Project Work

The HUB: 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

Arts Awards: With financial assistance from the Arts Awards Access Fund we were able to offer four young members of the HUB the opportunity to undertake an Arts Award. Managed by artist/teacher Natalie Frost. Throughout the year the participants have slowly been building their portfolios and producing some amazing work. We will extend the Arts Awards offer to our youth club at some point in the near future.

The Late Shows: Our first big project of each year is the Late Shows. Coordinated by the Tyne and Wear Museums Service, the Late Shows are a big event in the Newcastle/Gateshead cultural calendar, during which more than 60 cultural organisations open their doors, for free, for two evenings in May.

ARCADEA

Report of the Management Committee

For the year ended 31 March 2015

At the HUB we chose the theme 'Alien Invasion', having full use of the space; we went to town with meteorites crashing through ceilings and a plethora of aliens serving tea and coffee in our pop up café. In preparation a huge amount of work was done by the group rehearsing, designing and making costumes, with artists from other floors helping out. The reward was that over a thousand people visited the HUB for our "One Night Only, an Alien Invasion".

We'd especially like to thank the James Knott Trust for the financial support they gave us during the year. This allowed us to replace our old Scalextric track with an equally impressive new set up. Our Scalextric plays an important, if unexpected role, in our work. It provides the catalyst for much of the creativity that goes into our projects. For example, for the Late Shows it looked as if a meteorite had crashed in to and destroyed it. The track is a big attraction for young and old alike (especially families) when we stage public events.

Nexus and Byker Metro: Following our successful pinhole project the previous year we worked again with Nexus as part of a community arts project. The resulting huge piece of work that was on display in Byker Metro Station highlighted the unspoken thoughts that commuters have on their way to work.

The Summer Barbecue: Hosted at our second space, Charles Street community centre in the East End, our third annual Barbie had a North American theme. The centre was jam packed with our versions of the U.S. flag, Native American sculptures, a totem pole, costumes etc. and of course appropriately coloured bunting.

Halloween: Our second big Halloween Party brought disabled people from all over Newcastle to our zombies themed space. Competitions, loads of dry ice, a bar, mug printing, a graveyard race track, a huge flying pumpkin head and of course our awesome Frankenstein's monster combined to produce a night that is still being talked about.

New Year's Eve: For the third year we took part in the Newcastle New Year's Eve parade. This year the Parade celebrated the Rugby World Cup coming to Newcastle. In the weeks preceding, and with lots of help from choreographer Emma McGurrell, the HUB group, dressed as Samoan warriors, performed a variation of the Haka alongside hundreds of other dancers to thousands of people.

6. Strategic Development

Youth Work: With financial assistance from the Schofield Trust, the Gillian Dickenson Trust, with a substantial donation of equipment by from the YMCA and with help and guidance from Northumberland Clubs for Young People, during November we were able to launch the ICEBOX an arts based club for young disabled people. Throughout the year we met extensively with young people, parents/guardians, children's social workers, and specialist play workers to design the feel of the project. We all agreed that the first 6 to 8 months should be a warm up period allowing the young people to get to know the staff, experiment and shape the way the club should be delivered. The membership of the club started a tad smaller than we had aimed for, but word began to get around and the membership has been steadily growing since.

ARCADEA

Report of the Management Committee

For the year ended 31 March 2015

ICEBOX is a unique offer in the City. With its arts base and studio setting, it provides a much-needed safe environment for its members not only to let off teenage steam, but also to explore and develop their creativity (and confidence) and to be part of the cultural backdrop of Newcastle.

The Blue Card: This is a simple scheme that provides a safety net for learning disabled people should they need help in an emergency. Sometime ago 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. More than 1,000 cards had been distributed across the city since 2014. The scheme is now up and running in Sunderland and is managed by Sunderland People First.

During the year, along with other familiar landmark settings in the City Centre, our Studios became a “Safe Place”. These are simply City Centre refuges for learning disabled people that they can turn to if they become lost, distressed or feel threatened when out and about in Newcastle.

HUB Tickets: The year saw the HUB ticket Scheme continue 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.

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. We distributed 500 print copies every 4 months during the year and estimate a readership of 800 (including the online edition).

7. In Conclusion

Arcadea entered its second full year in its new home looking forward to developing and experimenting with a much larger space, finding ways to use it so that it everyone who works with us can achieve amazing things. We have largely achieved more than we could have imagined. Everyone who visits, from parents to medical staff and visiting artists to small children, thoroughly enjoy being in the space and exploring the creative work on display.

We especially look forward to developing projects with young people during 2015–2016. Our aim is that we build this aspect of our organisation into a substantial part of our work. Offering young disabled people the opportunity to take part in and visit cultural events, be included and have a voice in the youth culture of the city and to be offered the opportunity to develop a lifelong interest in the arts.

Finally I would like to thank not only the staff and artists, many of whom often work for free, 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.

ARCADEA
Report of the Management Committee

For the year ended 31 March 2015

8. Financial Review

This year Arcadea was funded principally by fees for attendance at Hub Club. The total income for the year was £149,383 (2014: £139,541) being an increase of 7 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 2015, shows a profit across all funds of £ 3,644 (2014: deficit £5,584).

The Balance Sheet at 31 March 2015 shows total funds carried forward of £9,112 (2014: £5,468) of which £1,525 (2014: £93) 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 currently £7,587. It has established a policy whereby the unrestricted funds held by the charity should be between 3 and 6 months of annual expenditure. At 31 March 2015 the present level of reserves represents less than 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.

9. 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.

ARCADEA
Report of the Management Committee

For the year ended 31 March 2015

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: 28/01/2015 and signed on their behalf by:

Pauline Heath

Chair

ARCADEA

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2015

I report on the financial statements of Arcadea for the year ended 31 March 2015, which are set out on pages 9 to 15

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. examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 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.

Michelle Wright
Ellison Services Limited
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date 29/01/2016

ARCADEA

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<u>Incoming resources</u>					
From generated funds					
Voluntary income	3	293	-	293	4,080
Investment income (bank interest)		13	-	13	9
From charitable activities	5	141,109	7,969	149,078	135,452
<i>Total incoming resources</i>		141,414	7,969	149,383	139,541
<u>Resources expended</u>					
Charitable activities	6	138,434	6,538	144,971	144,302
Governance costs	7	768	-	768	822
<i>Total resources expended</i>		139,202	6,538	145,740	145,124
<i>Net incoming (outgoing) resources</i>		2,212	1,432	3,644	(5,584)
<u>Total funds brought forward</u>		5,375	93	5,468	11,052
<i>Total funds carried forward</i>		7,587	1,525	9,112	5,468

The notes on pages 11 to 15 form an integral part of these accounts.

ARCADEA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2015

1 Basis of preparation

- (a) These financial statements have been prepared under the historical cost convention and in accordance: the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005), and with Accounting Standards and with the Charities Act 2011.

2 Accounting policies

INCOMING RESOURCES

2.1 Form of financial statements

- (a) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- (b) Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

2.2 Incoming resources

- (a) 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.
- (b) Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
- (c) Bank interest is recognised when it is credited to the account

EXPENDITURE AND LIABILITIES

2.3 Liability recognition

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

2.4 Governance costs

- (a) Include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice to the trustees on governance or constitutional matters

ASSETS

2.5 Tangible fixed assets for use by the charity

- (a) Fixed Assets are stated at cost less accumulated depreciation, the costs of minor additions or those costing below £250 are not capitalised. Depreciation is provided at rates calculated to write of the cost of each asset over its expected useful life which is estimated as follows:

Office and computer equipment -25% straight line

ARCADEA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2015

Analysis of incoming resources

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
3 Voluntary income				
Lloyds TSB Foundation Donations	- 293	- -	- 293	4,000 80
	<u>293</u>	<u>-</u>	<u>293</u>	<u>4,080</u>
4 Investment income				
Bank interest	13	-	13	9
	<u>13</u>	<u>-</u>	<u>13</u>	<u>9</u>
5 Incoming resources from charitable activities				
Hub Club earned income	139,775	-	139,775	135,399
ICEbox earned income	565	-	565	-
Other earned income	-	-	-	-
Arts Awards grant	-	769	769	-
ICEbox - Gillian Dickinson Trust	-	5,800	5,800	-
ICEbox - James Knott Trust	-	900	900	-
ICEbox - Schofield Trust	-	500	500	-
Other income	769	-	769	54
	<u>141,109</u>	<u>7,969</u>	<u>149,078</u>	<u>135,452</u>

ARCADEA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2015

Analysis of resources expended

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
6 Charitable activities				
<u>Direct costs</u>				
Wages and salaries	76,457	1,226	77,683	74,791
Freelance costs	20,219	-	20,219	23,710
Artistic expenditure	1,747	-	1,747	4,034
Marketing and promotion	549	-	549	227
Room hire	2,620	-	2,620	1,300
Other project activities	6,355	3,718	10,072	8,154
Small project equipment	1,192	-	1,192	909
Client transport costs	19,428	-	19,428	19,474
	<u>128,565</u>	<u>4,944</u>	<u>133,509</u>	<u>132,598</u>
<u>Support costs</u>				
Rent and rates	4,243	1,594	5,837	7,559
Insurance	374	-	374	476
General office expenses	-	-	-	267
Telephone and fax	831	-	831	987
Print, post and stationery	191	-	191	264
Subscription and membership	733	-	733	382
Small office equipment	113	-	113	33
Repairs and maintenance	344	-	344	-
Legal and professional fees	1,849	-	1,849	240
Depreciation	1,191	-	1,191	1,497
	<u>9,869</u>	<u>1,594</u>	<u>11,462</u>	<u>11,704</u>
7 Governance costs				
Independent examiner's fee	756	-	756	756
Board Meetings	12	-	12	66
	<u>768</u>	<u>-</u>	<u>768</u>	<u>822</u>

8 Trustee expenses

No trustees were paid expenses during the period. (2014 £nil)

	2015 £	2014 £
9 Fees for examination of the accounts		
Independent examiner's fees for reporting on the accounts	756	756
	<u>756</u>	<u>756</u>

ARCADEA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2015

10 Staff costs and emoluments

Gross wages, salaries and benefits in kind	59,313	70,079
Employer's National Insurance costs	18,370	4,711
	<u>77,683</u>	<u>74,791</u>

No employee received remuneration above £60,000

11 Average number of full-time equivalent employees for the year

	2015 Number	2014 Number
The parts of the charity in which the employee's work		
Charitable activities	3.0	3.0
	<u>3.0</u>	<u>3.0</u>

12 Tangible fixed assets

	Equipment £	Total £
Cost		
Balance brought forward	6,170	6,170
Additions	-	-
Disposals	-	-
Balance carried forward	<u>6,170</u>	<u>6,170</u>
Depreciation		
Balance brought forward	4,779	4,779
Depreciation charge for year	1,191	1,191
Disposals	-	-
Balance carried forward	<u>5,970</u>	<u>5,970</u>
Net book value		
Brought forward	<u>1,391</u>	<u>1,391</u>
Carried forward	<u>200</u>	<u>200</u>

13 Debtors and prepayments (receivable within 1 year)

	2015 £	2014 £
Other debtors	1,334	500
	<u>1,334</u>	<u>500</u>

ARCADEA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2015

14 Bank and cash balances

	2015	2014
	£	£
Bank current account	16,289	7,752
Cash in hand	348	319
	<u>16,638</u>	<u>8,071</u>

15 Creditors and accruals (payable within 1 year)

	2015	2014
	£	£
Trade creditors	756	1,476
Other creditors - HMRC quarter 4	4,056	2,178
Accruals and Deferred Income	4,249	840
	<u>9,060</u>	<u>4,494</u>

16 Movements of major funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted fund					
Mimosa	93	-	-	-	93
Arts Awards	-	769	(172)	-	597
ICEbox	-	7,200	(6,366)	-	834
Totals	<u>93</u>	<u>7,969</u>	<u>(6,538)</u>	<u>-</u>	<u>1,525</u>
Unrestricted fund					
General funds	5,375	141,414	(139,202)	-	7,587
Totals	<u>5,375</u>	<u>141,414</u>	<u>(139,202)</u>	<u>-</u>	<u>7,587</u>

Purpose of restricted funds

Arts Awards - Trinity College Arts Grant was to fund the artists and materials costs

ICEbox - Gillian Dickinson Trust was to be used to fund a Youth Worker

ICEbox - Sir James Knott Trust was to fund the purchase of a TV and stand for the youth arts club

ICEbox - Schofield Trust was to fund the launch of ICEbox

17 Capital Commitments

(a) At 31 March 2015, the charity had no capital commitments (2014 -£nil)