

RIVERSIDE ARTS CENTRE



SUNBURY ON THAMES

59 THAMES STREET, SUNBURY-ON THAMES, MIDDLESEX TW16 5QF

(LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 MARCH 2017

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RIVERSIDE ARTS CENTRE (LIMITED BY GUARANTEE)

REPORT OF THE DIRECTORS AND TRUSTEES **YEAR ENDED 31 MARCH 2017**

The Trustees and Directors are pleased to present their report with the financial statements of the charitable Company for the year ended 31st March 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

COMPANY NUMBER: 1296007
CHARITY NUMBER: 272929
REGISTERED OFFICE: 59 Thames Street
Sunbury on Thames
Middlesex TW16 5QF

INDEPENDENT EXAMINER Jeremy C. Edwards, Chartered Accountant

BANKERS

Our Current Bank Account is held with Santander Bank. Bootle.
Our Deposit Accounts are in the COIF Charities Deposit fund with CCLA Investment Management Ltd.
Senator House, 85 Queen Victoria Street, London, EC4V 4ET

SOLICITORS Mr. E.G. Staines of Julian Philip & Company in Shepperton has acted for the Company when a solicitor's services have been required.

DIRECTORS and TRUSTEES:

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year-end were as follows:

Eric J. Champion	Hon. Chairman
Ziz Coltart	Hon. Treasurer
Mrs. Carole Dow	Hon. Secretary
Mrs. Moria Edwards	Hon. Arts Director
Peter Norgate	Hon. Technical Director

COMPANY SECRETARY: Mrs. Carole Dow

OFFICERS

In addition to the trustees, there are three officers who are co-opted on to the Management Committee. The officers serving during the year and since the year-end were as follows:

Mr. James Ford-Bannister	Hon. Booking Secretary
Mrs. Christine Norgate	Hon. Newsletter Editor
Miss. Carmen Souchet	Hon. Membership Secretary

GOVERNING DOCUMENT

Riverside Arts Centre is a Company limited by guarantee, governed by its Memorandum of Association dated 27th November 1976. It is registered as a Charity with the Charity Commission. Membership is open to anyone over the age of 18, either as a member of an affiliated organisation or as an associate member. There are currently 539 members, 295 of whom have registered as full members (guarantors) and have agreed to contribute £10 in the event of the Company winding up and there being a deficit.

APPOINTMENT OF TRUSTEES

As set out in the Memorandum of Association, trustees are elected at the Annual General Meeting. Each year one third of the elected members of the Committee shall retire and may offer themselves for re-election. Those retiring shall be the longest in office since their last election. The trustees have the power to co-opt further members to fill specialist roles. Only full members are eligible for appointment to the Committee. All members are circulated with invitations to nominate trustees prior to the AGM advising them of retiring trustees and requesting nominations for the AGM. The Arts Director and trustee is nominated by the Sunbury and Shepperton Arts Association and is normally the chairman of that body.

In accordance with the Memorandum of Association Mr. E. Champion Hon. Chairman and Mr Peter Norgate Hon. Technical Director retire. Both are willing to stand for re-election.

ORGANISATION

A Management Committee as defined in the Memorandum of Association runs the affairs of the Company. The Management Committee is made up as follows:

- 5 Directors and Trustees
- 3 Officers
- 1 Member from each of the affiliated bodies.

The Management Committee administers the Company and manages the day-to-day operation of the buildings. The Management Committee meets approximately every ten weeks. Decisions are made by a simple majority of the Management Committee.

Affiliated Bodies are the Societies/ Clubs who are the principal users of the Arts Centre. They pay an annual capitation fee each of £1.50 per member and play an important role in the furtherance of the Charity's aims and objectives. There are 11 Affiliated Bodies as follows: -

- Ladies Keep Fit
- Manor Players
- Pilates Class
- Riverside Book Circle
- Riverside Youth Theatre
- Shepperton Players
- Sunbury and Shepperton Arts Association
- Sunbury Flower Club
- Sunbury Poetry Group
- Sunbury Yoga Society
- Zodiac Musical Society

RELATED PARTIES

The Charity has a close relationship with the Sunbury and Shepperton Arts Association, which sponsored the formation of the Charity and the Company in 1976.

Spelthorne Borough Council provides essential sponsorship and support by providing our main premises on a 21-year lease, for which we express our gratitude.

The Riverside Arts Centre Club was established with common membership to operate the bar at the Riverside Arts Centre. The Committee of the RAC Club has undertaken to donate all its profits to the charity.

RISK MANAGEMENT

The Trustees confirm that the major risks to which the Charity may be exposed have been reviewed and systems have been established to mitigate those risks. The Company carries a Commercial Combined Insurance Policy with Zurich Insurance Plc covering Buildings, Contents, Stock and Public and Employee Liability. The Company also carries an Amateur Theatrical Insurance Policy covering the liabilities of the Company when sponsoring an event which includes material damage, Employers' liability, public / product liability, cancellation and personal accident. The Company ensures that all appropriate testing and inspection of facilities and equipment are carried out and logged on a regular basis in accordance with current regulations.

SERIOUS INCIDENTS

There were no serious incidents which could cause significant loss of funds or risk to the Charity's property, work, beneficiaries or reputation during the year.

The Trustees are aware that serious incidents should be reported to the Charity Commission and where appropriate, to other authorities when they occur.

OBJECTS AND ACTIVITIES

The objects of the charity are to:

Foster and promote the maintenance, improvement and development of artistic taste and knowledge, understanding and appreciation of the arts among the inhabitants of Spelthorne. As ancillary to the foregoing objects but not otherwise:

- a) to act as a co-coordinating body for the individuals and organisations both amateur and professional in the furtherance of activities which promote the objects of the Centre in the area of benefit and to provide the means of liaison between such individuals and organisations and the appropriate committee or committees of the local authority or authorities.
- b) to establish or further the work of charitable institutions to be formed or already existing for the promotion of the said objects.
- c) To present or assist in presenting public concerts, dramatic performances, recitals, arts exhibitions, lectures, arts festivals and other arts events.
- d) To provide a means for bringing to the attention of the inhabitants of the area of benefit the work of creative artists in all fields of the arts.
- e) To do all such things as are necessary to the attainment of the foregoing objects.

The main objective of the charity is to continue to successfully operate and manage the Riverside Arts Centre at 59 & 57 Thames Street, Sunbury. The Company acquired the lease of the premises at number 59 in 1978 from the Freeholders, the Borough of Spelthorne. The current lease is for a term of 21 years from 1st April 1999. The Centre has now been operating successfully for over 39 years and has earned a good deal of respect as a Centre for the Arts in the Borough of Spelthorne.

The Centre is run entirely by volunteers and provides extensive facilities for a wide range of Arts activities for the local community including Art, The Performing Arts, Music, Dancing, Literature, Poetry, Pottery, Meetings and Cultural events.

The major centre for activities is "The Main Hall" which has a large stage, fully equipped with stage lighting and sound equipment and is fully licensed for public performance for an audience of 160. The hall is designed to provide for multi-purpose use, with a large area of flat floor for meetings, rehearsals, art exhibitions and cultural events. Alternatively it can be used to accommodate a close-seated audience with raked seating.

A small bar lounge, also run by volunteers, provides a social centre during events and also provides some income towards the cost of running the facility.

On the first floor, which is easily accessible by staircase and a lift for the disabled, two rooms are available, both of which can be used by small groups for a variety of activities.

In the Craft Centre, a small Art Studio is used by a number of groups. Again it is designed to be multi-purpose and provides in addition for Pilates, Yoga and a small rehearsal facility. The Craft Centre also accommodates two 'resident' artist's studios and a small Pottery.

In order to satisfy the increasing demand, the Charity purchased the Freehold of the adjoining premises at 57 Thames Street (formerly Barclays Bank) on 31st October 2003 with the help of a grant of £100,000 from the Borough of Spelthorne, the balance being raised from donations and fund-raising activities. After further fund-raising to cover the cost of conversion of the building for our use, volunteers and, where appropriate, professional contractors, completed the necessary work in September 2007. The new premises provide a second smaller hall ("The Studio") and associated support facilities, including a platform lift for the disabled to 1st floor level. The new hall is fully licensed for public entertainment with a maximum audience of 80 and is already playing a major role in the Arts Centre business.

The main source of finance for the centre comes from the user-groups who pay a "room rate" for the accommodation and facilities used. This, together with income from the Bar and other donations, provides funds for utilities, services, maintenance and further development.

The Centre continues to provide a vibrant centre for the Arts, hosting a wide variety of Arts events including Theatre performances, Art exhibitions, Concerts, Social events, Flower arranging, Demonstrations, Exhibitions and meetings. In addition, the Centre is used by the Associated Board of the Royal Schools of Music as a centre for music exams. This activity covers three periods of approximately four-weeks each during the year. In addition to the Affiliated Groups, the Centre provides facilities for an increasing number of local organisations, including a number of Youth Theatre Groups, Music Schools, local residents' groups and other local organisations raising money for charities.

Through the Riverside Youth Theatre technical team, the Centre also provides mobile lighting and sound facilities at other local venues. In this way the Charity has been able to help St. Mary's Church, Sunbury, the Millennium Embroidery and Spelthorne District Scouts to stage artistic events at other venues.

ACHIEVEMENTS AND PERFORMANCE

During the year, in addition to maintaining, managing and financing the operation of the Arts Centre, the Company have a grant of £1000 to Sunbury and Shepperton Arts Association as sponsorship for their Annual Arts Festival in July 2016.

Following an investigation aimed at reducing gas consumption, the Company replaced the gas boiler in the freehold property at 57 Thames Street with a new condensing boiler as a cost of over £6000.

The installation of power and data wiring to all lighting bars over the auditorium, and above the stage, has now been completed. There are also outlets available at floor level on stage, and at high level behind the cyclorama. A new mains power distribution boards has been fitted at the dimmer area, together with an active repeater for the data signals.

This enables out new power efficient LED lights to be quickly rigged in whatever position they are required, without the need to run cables from remote positions. It also enables intelligent or moving lights to be installed temporarily with all facilities in house. Several groups have taken advantage of these new facilities to produce some highly professional lighting for their productions.

Meanwhile the Centre continues to be heavily used by the local community in the Main Hall showing a 63% utilisation factor and with the Studio operating at 41%. It is estimated that over 8000 local residents are involved in or directly benefit from the organisation.

FINANCIAL REVIEW

The financial affairs of the charity are divided into two funds. The first is an unrestricted fund, which is used for the general purposes of the Charity's objectives in running the Riverside Arts Centre premises. The second is a restricted fund set up for specific fund raising purposes. During the year under review, no specific fund raising projects were undertaken.

The principal income sources for the unrestricted general fund are the rents charged for the use of the premises and equipment, members' subscriptions, donations from the Bar Club and deposit account interest. The total income this year was £54,077 compared to £51,754 last year. The contributions from most sources were broadly similar to the previous year.

Expenditure from the general fund has been analysed in two categories; resources expended on our charitable objectives and on governance (administrative costs). In the first category are the costs of running and maintaining the premises, including insurance, utilities, cleaning, maintenance and depreciation of equipment. Governance costs include stationery and postage, publication of the newsletter and professional fees. The expenditure on the premises was £39,486 excluding depreciation on unrestricted funds (2015/16, £33,967). Our biggest costs were those of building maintenance at £9,670 (2015/6 £8,036), heat and light at £9,389 (2015/16, £8,929) and insurance at £10,057 (2015/6, £9,137). Our administrative costs amounted to £4,084 (2015/16 2,594) professional fees have increased due to PRS costs.5. Publicity costs and postage also continued to rise.

The surplus of income over expenditure was £10,507 (2015/16, £15,193), resulting in an increase in the unrestricted accumulated fund from £95,049. This is comfortably in excess of the minimum reserves required of £30,000 (see Notes to the Accounts, no. 10), allowing work to continue on maintaining and developing our premises.

We have also gone green: the accounting has been put onto a professional accounting system which now makes the invoicing and banking a lot more streamline and 'modern'. Invoices are being sent to everyone electronically and we now have all our utilities on direct debit. We have therefore managed to save quite a bit on postage, paper and printing, this is so far going very well.

PLANS FOR FUTURE PERIODS

A programme of re-decoration is planned in the coming year. The Management Committee has authorised expenditure of up to £5000 to cover this work.

The existing second-hand video projectors in use in the Main Hall and The Studio are unreliable and need to be replaced. In addition, two radio headsets are required for the Main Hall and two line headsets for the Studio. It is estimated that a sum of approximately £10,000 will be required to cover these purchases.

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Eric Champion
Chairman

RIVERSIDE ARTS CENTRE (LIMITED BY GUARANTEE)

Registered Charity No 272929

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

STATEMENT OF FINANCIAL ACTIVITIES

The Directors and Trustees submit their report and the independently examined financial statements of the Company for the year ended 31 March 2017.

STATEMENT OF DIRECTORS' AND TRUSTEES' RESPONSIBILITIES

The Directors and Trustees are required under company law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the results for that period. In preparing those financial statements, the Directors and Trustees are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgments and estimates that are reasonable and prudent;
- (c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Directors and Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors and Trustees confirm that they have complied with these requirements, and, having a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future, continue to adopt the going concern basis in preparing the accounts.

AUDITORS/INDEPENDENT EXAMINER

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The directors and management committee considered the implications of this Act and they resolved that the company is exempt from an audit and that the requirements of this Act could be met by the appointment of Jeremy Edwards F.C.A. as Independent Examiner.

A resolution proposing his re-appointment will be submitted to the Annual General Meeting.

By Order of the Board

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Hon. Secretary

Date: 2017

RIVERSIDE ARTS CENTRE (LIMITED BY GUARANTEE)

Registered Charity No 272929

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Examiner's Report to the Trustees and Members of Riverside Arts Centre (Limited by Guarantee)

Respective Responsibilities of Directors and Trustees and Examiner

As the charity's trustees and directors of the company you are responsible for the preparation of accounts as set out on pages 4 to 8; you consider that the company is exempt from audit in accordance with Section 477 of the Companies Act 2006 and that the audit requirement of Section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 144(7) (b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In my opinion the accounts are in agreement with the accounting records kept by the Company under Sections 386 and 387 of the Companies Act 2006.

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 2011; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 2011.

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.

Signed

Date :

Jeremy C Edwards
Chartered Accountant
26 Rooksmead Road,
Sunbury-on-Thames
Middlesex, TW16 6PD

RIVERSIDE ARTS CENTRE (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

Accounting Convention

These accounts have been prepared under the historical cost convention on the accruals basis and in accordance with the Financial Reporting Standards for Smaller Entities.

2. Depreciation

Furniture and equipment shown at cost, £15,833 (2015/16 - £15,833) covers only those items purchased in the last 5 years by the Company, there was no purchases in this year. Older items have been eliminated from the accounts as fully depreciated. No value has been placed on donated items which are considered to be fully depreciated. Provision has been made for depreciation at 20% per annum on cost of equipment and furniture and at 2% per annum on the freehold property. (£5,908 per annum)

Unrestricted Funds Are funds which can be used for any general purposes.

Restricted Funds

These are funds which can only be applied for particular purposes in accordance with the wishes of the donor.

3. DONATIONS AND FUND RAISING

	2017 Unrestricted Fund £	2017 Restricted Fund £	2016 Unrestricted Fund £	2016 Restricted Fund £
Riverside Arts Centre Club	8,000	0	9,485	0
Fund Raising Events	0	0	0	0
Other Donations	60	0	467	0
	8,060	0	9,952	0

GRANTS. No grants were received by the Charity this year.

4. RESTRICTED FUND

At the start of the year, there were no funds in the Company's bank balances which were allocated to the restricted fund. The funds from the old Sunbury Art Group are now also held in the restricted fund. Currently the restricted fund only reflects the cost of the Studio extension and the grand piano, subject to annual depreciation charges.

5. VOLUNTARY EFFORT

The Riverside Arts Centre benefits in many ways from work done by volunteers contributing their efforts for no payment. This work has been estimated to be worth the following amount:

Maintenance projects 1100 hours at £20 ph £22,000

Committee members' hours were considerable but have not been recorded.

6. COST OF INDEPENDENT EXAMINATION

Jeremy Edwards makes no charge for his examination. In recognition of his voluntary services, the Trustees have authorised the expenditure of up to £50 on a gift to the Examiner.

7. FREEHOLD AND LEASEHOLD PROPERTY

Leasehold Property.

In respect of the Riverside Arts Centre at 59, Thames Street and the Craft Centre to the rear of 53 Thames Street.

Spelthorne Borough Council has granted a lease for a term of 21 years from 1st April 1999 at a rent which was initially £35,000 and is £44,000 p.a currently. This rent is subject to review every five years. Spelthorne Borough Council have undertaken to provide funding equivalent to the rent for a period of five years and will give not less than five years notice of any intention to withdraw funding. Under these conditions the Company has rights to surrender the lease at one months notice.

All costs of improvements to 59, Thames Street have been charged to revenue as expended.

Freehold Property

	2017	2016
57, Thames Street, at cost,	£295,390	£295,390
Improvements capitalised during year	£0	£0

No account has been taken of volunteer labour, estimated to have saved £22,000. (2016, £19,500)
Provision has been made for depreciation at 2% per annum on cost. 2016, £5,908; 2015, £5,908.

The Company, as a Charity also benefits from Rate Relief on the Arts Centre premises. The mandatory 80% relief plus the discretionary relief of the remaining 20% is worth £20,727 to the Company each year

8. EMPLOYEE EMOLUMENTS

The Company has no paid employees and the Trustee Directors receive no remuneration, fees or expenses and no pension contributions have been made for any Trustee. No Indemnity Insurance has been purchased for any Trustee / Director.

9. CAPITAL COMMITMENTS

At 31 March 2017 the Company had no capital commitments.

10. RESERVES POLICY

Apart from The Studio complex, which is accommodated in No. 57 Thames Street, (Freehold property fully owned by the Company), the premises are held on a 21 year lease from Spelthorne Borough Council for a "peppercorn rent". Following a meeting during 2014, with Council officers, the Trustees have agreed to a change in the lease agreement whereby The Company takes on a full repairing lease.

The Company currently has cash reserves equivalent to about one typical year's gross expenditure. In view of the above the director's have determined that it is prudent to increase reserves to a minimum of £50,000 to enable the Company to meet its obligations to maintain the premises leased from the Spelthorne Borough Council in tenable condition and repair and properly decorated and in addition the Company needs to have sufficient funding available to address any unforeseen problems which may occur within the Freehold property at No. 57 Thames Street

11. INVESTMENT POWERS

The Company may, as laid down by it's Memorandum of Association (clause 3E), invest the moneys of the Company, not immediately required for its purposes, in or upon such investments, securities or property as may be thought fit, subject to such conditions and consents as may be imposed by law.

12. TAXATION

The Company is a non-profit making charitable organisation and is not liable to pay any income or corporation taxes.