

OFF THE RAILS ARTHOUSE

Trustees Annual Report & Accounts 2021/22



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CONTENTS

	PAGE
TRUSTEES ANNUAL REPORT	
Our Details	2
Charity Trustees	2
Objectives & Activities - Charitable Purposes	2
Objectives & Activities – Activities	3
Achievements and Performance	3
Financial Review	4
Reserves Policy	4
Plans for Future Period	4
Report Approved by Trustees	4
Independent Examiners Report	5
ANNUAL ACCOUNTS	
Statement of Receipts and Payments	6
Statement of Balances	6
Notes to the Accounts	7-8

Our Details

Off The Rails Arthouse is a Scottish Charitable Incorporated Organisation (SCIO).

Our Charity Reference Number is **SC046622**

Our Address is: Station House Upper Flat
 Commercial Street
 Ladybank
 KY15 7JT

The Charities and Trustee Investment (Scotland) Act 2005 requires the production of a Trustees Report together with the publication of our Annual Accounts. This report meets the requirements of this Act, and the Charities SORP, as they relate to our organisation. It is also hoped that it presents a useful insight into the activities and structure of the Arthouse during 2021/22.

Trustees

- Claire Heminsley (Chair)
- Sheila Page (Secretary)
- Amanda Chinn (Treasurer – until 23 September 2021)
- Grant Newell (Treasurer – from 24 September 2021)
- Carolyn Scott
- Diana Sykes
- Theresa Gourlay (resigned from Board on 23 September 2021)

Recruitment of Trustees – all the trustees are appointed or reappointed at our Annual General Meeting.

Remuneration of Trustees – the trustees did not receive any remuneration during the year in connection with their responsibilities as trustees.

Objectives and Activities

Charitable Purposes

Our charitable purposes fall under two categories: b) The advancement of education and g) the advancement of the arts.

Our fundamental purpose is to encourage learning in the arts and improve the creative skills of people of all ages and backgrounds. In this way we aim to enhance the quality of people's lives and support cultural cohesion within communities.

A further purpose is to advance the arts more widely. This includes facilitating a range of activities which promote the arts, invite participation in them and stimulate generation of creative ideas. In this we aim to support enjoyment, appreciation, and greater understanding of the arts.

Activities

We programme arts-related activity and make available our specialised premises to support others, mainly artists, designers and crafts workers, to deliver a wide range of creative learning and other arts related activities and programmes. We operate two parallel business models. In the first model, we hire premises to others to deliver a range of activities; in the second model we deliver activities directly by engaging tutors to run specific workshops or classes.

Our premises are used for classes, exhibitions, training sessions, poetry readings, live performances, and other arts- related events. We provide support and advice for event organisers by facilitating bookings, promoting activities and providing and maintaining equipment and facilities in good order.

We work in partnership with other arts organisations, as appropriate, to further the aims of the organization. Partners include Scotrail, Artline and other stations, Fife Contemporary Arts & Crafts, Open Studios North Fife, Cupar Arts, Ladybank Primary School, Platform Poetry, local shopkeepers, and businesses.

Achievements and Performance

Between 1 February 2021 and 31 January 2022, our programme was severely disrupted by COVID 19 but nevertheless we programmed and ran thirteen successful workshops, starting in August 2021 when restrictions began to ease up.

Two of these were part of our new outreach programme and were held, with some success, in the local pub. Many of the participants in the pub workshops were complete beginners who expressed a keen interest in doing more learning with us.

The thirteen workshops involved approximately 120 participants. The workshops covered a variety of activities, including art, design, photography and craft, and were delivered by a mix of regular tutors and some new to us. All of the participants were adults, with most extending or enhancing existing skills by attending our workshops. One of the groups who regularly hire our premises started to meet again from September on.

The Board used the time when restrictions were in place to carry out extensive research and planning to extend the work of our organisation and several of the resulting ideas have been furthered. In February and March 2021, we let out the premises to five individual artists carrying out their own work and in October, we hosted one of the studio exhibitions which formed part of Open Studios North Fife.

We have taken steps to ensure our premises continue to be as safe as possible with arrangements for ventilation, social distancing, and hygiene in place. Each participant in our workshops is asked to carry out a lateral flow test before attending and so far everyone has complied.

We are planning for many more workshops in 2022/23 and hope to return to our normal level by the summer.

We evaluate workshops and classes, the results of which are very positive. We have noted any areas for improvement in our communication to potential participants and continue to use an online booking service for almost all of our workshops. This means that participants can pay directly when they book, which has much improved the efficiency of our organisation. Our activities have addressed our charitable purposes well and we are in a strong position to expand our suite of activities and broaden our client base once life returns to normal.

Financial Review

The continued pandemic has suppressed both our income and associated costs for a second year, particularly in terms of our workshop programme.

Individual lines of income and expenditure are broadly similar to last year which is to be expected.

Covid mitigation measures, post lockdown, meant classes could only run with reduced numbers which significantly affected their profitability.

A deficit of £844 was recorded, which is a small improvement on the previous year.

We are still holding some restricted funds of £1,015 relating to participants fees for a cancelled Summer School in 2020. It is anticipated that these funds will be cleared in 2022.

Reserves Policy

The Trustees' policy is to retain 6 months' worth of payments for our normal running costs. Six months expenditure would be approximately £2,000 with our current balance being in excess of this.

Plans for Future Period

The Trustees intend to continue to develop Off the Rails Arthouse and run a broad range of arts-related activities, although we recognize that Covid-19 restrictions may restrict our activity for some time to come. We plan to run more leisure classes such as crafts and digital photography, in order to reach people with as wide a range of relevant interests as possible. We hope to increase the number of Board members to eight, which will help us to expand our activities within the local community. We will also raise awareness of the availability of our premises for external organisations to use for arts related meetings or training sessions.

Report Approved by Trustees (Board of Management)

This report, and the accounts within, were approved by the trustees of Off The Rails Arthouse, and is signed here on their behalf.

Independent Examiners Report to Trustees of Off The Rails Arthouse

I report on the accounts of Off The Rails Arthouse for the year ended 31 January 2022.

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1)(d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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, I do not express an audit opinion on the accounts.

During my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - b. to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

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

Marcus Croy ACCA
1, Ravenscraig Street, Kirkcaldy, Fife

6 April 2022

OFF THE RAILS ARTHOUSE

Statement of Receipts and Payments for the year ended 31 January 2022

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2022 £	Previous Year £
<u>Receipts</u>				
Fundraising	-	-	-	-
Grants	-	-	-	-
Bank Interest	-	-	-	-
Receipts from charitable activities	5,899	-	5,899	5,169
TOTAL RECEIPTS	5,899	-	5,899	5,169
<u>Payments</u>				
Fundraising Costs	-	-	-	-
Cost of charitable activities	6,743	-	6,743	6,215
Governance costs	-	-	-	-
Purchase of Equipment	-	-	-	288
TOTAL PAYMENTS	6,743	-	6,743	6,503
Surplus / (Deficit) for the year	(844)	-	(844)	(1,334)
Transfers between funds	-	-	-	-
SURPLUS/(DEFICIT) FOR THE YEAR	(844)	-	(844)	(1,334)

Statement of Balances - as at 31 January 2022

	Unrestricted Funds £	Restricted Funds £	31-Jan-22 £	31-Jan-21 £
Opening cash at bank and in hand	6,523	1,015	7,538	8,872
Surplus/(Deficit) for the year	(844)	-	(844)	(1,334)
Closing cash at bank and in hand	5,679	1,015	6,694	7,538

Bank and Cash Balances

Current Account	4,845	1,015	5,860	7,538
Credits being cleared through bank	834	-	834	-
	5,679	1,015	6,694	7,538

Treasurer - Off The Rails Arthouse (Grant Newell)

Independent Examiner (Marcus Croy)

OFF THE RAILS ARTHOUSE

Notes to the Accounts

1 Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and Purpose of Funds

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. The trustees maintain a single unrestricted fund for the day-to-day running of the Arthouse.

Restricted funds are funds earmarked by the Trustees where a funder has given specific instructions on how any funding must be spent. A Summer School was cancelled in early 2020 due to the Covid lockdown. Some participants opted to leave their individual workshop fee with us, to pay for any future rescheduled workshop. Some of these funds have been used by the individuals to pay for subsequent workshops, with a balance remaining of £1,015. These fees are held in a restricted fund for this purpose.

3 Receipts from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2022 £	Previous Year £
Workshops & Classes	4,913	0	4,913	3,965
Hire of the Arthouse	850	0	850	840
Sale of Materials & Sketchbooks	41	0	41	100
Miscellaneous Income	95	0	95	264
	5,899	0	5,899	5,169

4 Cost of Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2022 £	Previous Year £
Tutors for Workshops	3,794	0	3,794	2,563
Insurance	408	0	408	402
Electricity	1,024	0	1,024	1,241
WIFI/Broadband	232	0	232	156
Website Maintenance	403	0	403	403
Cleaning	200	0	200	663
Gardening	425	0	425	225
Other Property Costs	178	0	178	43
Materials and Sketchbooks	0	0	0	348
Miscellaneous	79	0	79	170
	6,743	0	6,743	6,214

5 Governance Costs

Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2022 £	Previous Year £
0	0	0	0

Whilst no governance costs were incurred during this financial year, there will be a fee paid to the Independent Examiner for the examination of these accounts and future years.

6 Exceptional Items

There are no exceptional items to report in the year to 31 January 2022.