

# OFF THE RAILS ARTHOUSE



## *Trustees Annual Report & Accounts* 2022/23

**OSCR**  
Scottish Charity Regulator  
[www.oscr.org.uk](http://www.oscr.org.uk)

Registered  
SCIO  
SC046622

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## **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  
                          Victoria 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 the year.

## **Trustees**

- Claire Heminsley (Chair)
- Sheila Page (Secretary)
- Grant Newell (Treasurer)
- Amanda Chinn
- Carolyn Scott
- Diana Sykes
- Colin Ross (joined the Board on 13 December 2022)

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 2022 and 31 January 2023, we programmed and ran sixteen successful workshops. Four of these were hired by the tutors, whilst twelve were organised by us through Eventbrite. We also programmed a further eight workshops which were cancelled due to lack of bookings.

The sixteen workshops involved approximately 120 participants. The workshops covered a variety of activities, including art, design, printmaking 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. We now have four groups hiring our premises on a regular basis, including one which re-joined us in September 2022.

We 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. We continue to communicate with our participants effectively through a regular newsletter and through social media. We have revised and updated our website which has resulted in a much more contemporary appearance but importantly, in clearer information for potential participants

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. During the reporting period, the Board carried out extensive research and planning in order to extend the work of our organisation while continuing to fulfil our charitable purpose. Plans have been drawn up to apply for funding for specific projects and work has begun to implement research carried out by a partner organisation in the form of a critique programme.

Planning for many more workshops in 2023, including our traditional summer schools, is well underway.

## **Financial Review**

Our financial performance continues to grow following the recent pandemic and all the impact it has had. Confidence in those running and attending workshops has been a bit patchy on occasions, with more workshops being cancelled due to a lack of numbers than we would have liked.

A surplus of £986 was recorded which is a significant improvement on recent years. This is also after we invested £1,326 on a new website, which means we are on a relatively healthy footing in terms of our financial performance this year. We are aware that our running costs, particularly in respect of electricity, will increase significantly next year so we must be prudent with the results this year.

The restricted funds which we held at the start of the year were all cleared this year.

## **Reserves Policy**

The Trustees' policy is to retain 6 months' worth of payments for our normal running costs. Six months expenditure would be approximately £3,500 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. We plan to run more leisure classes such as crafts and digital photography, 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 are 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 2023.

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 2023

## OFF THE RAILS ARTHOUSE

### Statement of Receipts and Payments for the year ended 31 January 2023

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2023 £	Previous Year £
<b><u>Receipts</u></b>				
Fundraising	-	-	-	-
Grants	-	-	-	-
Bank Interest	-	-	-	-
Receipts from charitable activities	11,309	-	11,309	5,899
<b>TOTAL RECEIPTS</b>	<b>11,309</b>	<b>-</b>	<b>11,309</b>	<b>5,899</b>
<b><u>Payments</u></b>				
Fundraising Costs	-	-	-	-
Cost of charitable activities	10,193	100	10,293	6,743
Governance costs	30	-	30	-
Purchase of Equipment	-	-	-	-
<b>TOTAL PAYMENTS</b>	<b>10,223</b>	<b>100</b>	<b>10,323</b>	<b>6,743</b>
Surplus / (Deficit) for the year	1,086	(100)	986	(844)
Transfers between funds	915	(915)	-	-
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>2,001</b>	<b>(1,015)</b>	<b>986</b>	<b>(844)</b>

### Statement of Balances - as at 31 January 2023

	Unrestricted Funds £	Restricted Funds £	31-Jan-23 £	31-Jan-22 £
Opening cash at bank and in hand	5,679	1,015	6,694	7,538
Surplus/(Deficit) for the year	2,001	(1,015)	986	(844)
<b>Closing cash at bank and in hand</b>	<b>7,680</b>	<b>-</b>	<b>7,680</b>	<b>6,694</b>

#### Bank and Cash Balances

Current Account	8,259	-	8,259	5,860
Payments being cleared through bank	(579)	-	(579)	-
Credits being cleared through bank	-	-	-	834
	<b>7,680</b>	<b>-</b>	<b>7,680</b>	<b>6,694</b>

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 were held in a restricted fund for this purpose.

During this year, the re-scheduled Summer School took place with £915 of this balance being transferred out of the restricted fund to cover the workshop fees for certain participants. The remaining balance of £100 related to the reduced price of the Summer School and this sum was refunded back to the individuals concerned. There is no balance remaining in this restricted fund.

#### 3 Receipts from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2023 £	Previous Year £
Workshops & Classes	6,993	0	6,993	4,913
Hire of the Arthouse	4,165	0	4,165	850
Sale of Materials & Sketchbooks	151	0	151	41
Miscellaneous Income	0	0	0	95
	<b>11,309</b>	<b>0</b>	<b>11,309</b>	<b>5,899</b>

#### 4 Cost of Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2023 £	Previous Year £
Tutors for Workshops	4,986	0	4,986	3,794
Insurance	527	0	527	408
Electricity	1,805	0	1,805	1,024
WIFI/Broadband	275	0	275	232
Website Maintenance	1,856	0	1,856	403
Cleaning	377	0	377	200
Gardening	168	0	168	425
Other Property Costs	104	0	104	178
Materials and Sketchbooks	95	0	95	0
Summer School refunds	0	100	100	79
	<b>10,193</b>	<b>100</b>	<b>10,293</b>	<b>6,743</b>



## 5 Governance Costs

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2023 £	Previous Year £
Independent Examiner	<u>30</u>	<u>0</u>	<u>30</u>	<u>0</u>

## 6 Exceptional Items

Expenditure on website maintenance this year includes £1,326 spent on changing the website theme within Wordpress. The opportunity was taken to improve as many aspects of the website as we could.