

OFF THE RAILS ARTHOUSE

Trustees Annual Report & Accounts 2023/24



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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

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 organisation. Partners include Scotrail, Fife Contemporary, Open Studios North Fife, Cupar Arts, as well as local shopkeepers and businesses.

Achievements and Performance

During this year, we programmed and ran twenty successful workshops. These workshops involved approximately 160 participants and took place either at weekends or during the week. The workshops covered a variety of activities, including art, design, digital photography, and craft, and were delivered by a mix of regular tutors and some new to us. Key amongst these were professional development workshops, whether in relation to participants' own work or to develop their digital presentation skills. All the participants were adults, with most extending or enhancing existing skills by attending our workshops.

We also launched our weekly Open House sessions, funded by The Hugh Fraser Foundation, St Andrews University, and the William Syson Foundation. These sessions included the first of several taster workshops, all free to participants. We currently have four groups who regularly hire our premises.

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. We are mindful of our environmental responsibilities and take steps to minimise energy use and ensure waste recycling takes place.

We consistently receive very positive feedback from people who use our services. We have noted any areas for improvement in our communication to potential participants and continue to use an external booking agency for almost all 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.

We continue to ensure that we abide by General Data Protection Regulations (UK GDPR). We are also ensuring that other policies, such as equalities and health and safety are up to date.

Financial Review

A surplus of £4,066 was recorded which is a significant increase on recent years. The main reason behind this level of surplus is the grant funding of £3,600 we received for our Open House project – this project will run for well over a year, with most spending occurring in the next financial year.

The grant funding is being held in separate funds – both restricted and designated, dependant on the conditions of each grant.

We also received funding of £2,020 from Fife Contemporary to deliver a suite of Artist Critique Days and Facilitated Peer-to-Peer Days. The Critique Days have been delivered; however, the Peer-to-Peer Days will take place in Spring 2024. The balance of the funding for these is £1,270, and this is held in a designated fund for this specific purpose.

We spent over £1,000 on painting exterior woodwork and all the floors inside during this year. We also changed our electricity metering arrangement and heater timers to simplify future renewals of our energy contract.

Our major area of expenditure this year was electricity, with our contract prices being very high due to global energy issues.

Taking all these factors into account, our financial performance this year has been very good, and our current reserves are in good shape.

Reserves Policy

The Trustees' policy is to retain 6 months' worth of payments for our normal running costs. Six months expenditure would be approximately £3,600 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.

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 2024.

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

4 March 2024

OFF THE RAILS ARTHOUSE

Statement of Receipts and Payments for the year ended 31 January 2024

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2024 £	Previous Year £
Receipts				
Fundraising	-	-	-	-
Grants	1,200	2,400	3,600	-
Bank Interest	-	-	-	-
Receipts from charitable activities	17,619	-	17,619	11,309
TOTAL RECEIPTS	18,819	2,400	21,219	11,309
Payments				
Fundraising Costs	-	-	-	-
Cost of charitable activities	16,317	806	17,123	10,293
Governance costs	30	-	30	30
Purchase of Equipment	-	-	-	-
TOTAL PAYMENTS	16,347	806	17,153	10,323
Surplus / (Deficit) for the year	2,472	1,594	4,066	986
Transfers between funds	-	-	-	-
SURPLUS/(DEFICIT) FOR THE YEAR	2,472	1,594	4,066	986

Statement of Balances - as at 31 January 2024

	Unrestricted Funds £	Restricted Funds £	31-Jan-24 £	31-Jan-23 £
Opening cash at bank and in hand	7,680	-	7,680	6,694
Surplus/(Deficit) for the year	2,472	1,594	4,066	986
Closing cash at bank and in hand	10,152	1,594	11,746	7,680

Bank and Cash Balances

Current Account	10,152	1,594	11,746	8,259
Debits being cleared through bank	-	-	-	(580)
	10,152	1,594	11,746	7,680

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

Restricted funds are funds earmarked by the Trustees where a funder has given specific instructions on how any funding must be spent. One restricted fund is currently held relating to grant funding specifically for the Open House project.

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes. The trustees maintain three unrestricted funds - a general fund for the day to day running of the Arthouse, and two designated funds where the trustees have earmarked funding for a specific purpose.

A summary of all our fund balances is shown below:

	Opening Balance	Income	Expenditure	Closing Balance
	£	£	£	£
Open House - Restricted Fund	0	2,400	806	1,594
Open House - Designated Fund	0	1,200	0	1,200
FC Peer-to-Peer - Designated Fund	0	1,270	0	1,270
General Fund - Unrestricted	7,680	16,349	16,347	7,682
Total of All Funds	7,680	21,219	17,153	11,746

3 Grant Income

Grant income has been received from the following organisations in relation to our Open House project:

	Unrestricted Funds	Restricted Funds	Year ended 31/1/2024	Previous Year
	£	£	£	£
Hugh Fraser Foundation	0	1,000	1,000	0
University of St Andrews	0	1,400	1,400	0
William Syson Foundation	1,200	0	1,200	0
	1,200	2,400	3,600	0

4 Receipts from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2024 £	Previous Year £
Workshops & Classes	11,234	0	11,234	6,993
Hire of the Arthouse	6,223	0	6,223	4,165
Sale of Materials & Sketchbooks	162	0	162	151
	17,619	0	17,619	11,309

5 Cost of Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2024 £	Previous Year £
Tutors for Workshops	6,581	0	6,581	4,986
Insurance	468	0	468	527
Electricity	4,388	0	4,388	1,805
WIFI/Broadband	310	0	310	275
Website Maintenance	635	0	635	1,856
Cleaning	859	0	859	377
Gardening	259	0	259	168
Other Property Costs	2,265	0	2,265	104
Materials and Sketchbooks	552	0	552	95
Open House Project		806	806	0
Summer School refunds	0	0	0	100
	16,317	806	17,123	10,293

6 Governance Costs

	Unrestricted Funds £	Restricted Funds £	Year ended 31/1/2024 £	Previous Year £
Independent Examiner	30	0	30	30

7 Exceptional Items

The cost of Electricity was significantly higher this year due to higher prices in the global energy market. We have taken action to give us greater control of this cost in the future and hopefully reduce our contract prices. Other Property Costs includes expenditure of £1,029 on painting exterior woodwork plus all floors in the studios, and £983 on changing the electricity meter and heating timer controls.