

Company Registration No. 05420987 (England and Wales)

Registered Charity No. 1115339

ARTS AND HEALTH SOUTH WEST
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018

E d w a r d s & K e e p i n g

Chartered Accountants

ARTS AND HEALTH SOUTH WEST

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ARTS AND HEALTH SOUTH WEST

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity/company name	Arts and Health South West
Charity number	1115339
Company number	05420987
Correspondence address	Arts and Health South West PO Box 929 Oxford OX1 9RU
Registered office	Unity Chambers 34 High East Street Dorchester Dorset DT1 1HA
Honorary Chair	Dr G Scally
Trustees/directors	
Chairperson	Ms S M Isherwood
Treasurer	Mr W A Boa (resigned 20 April 2017 and appointed 20 February 2018)
Other trustees/directors	Ms M L Chamberlain (appointed 20 April 2017) Ms F A Chinemana (resigned 20 April 2017) Ms S Cobley (resigned 1 February 2018) Ms A J Colbourne (appointed 20 April 2017) Prof P A Dieppe Mr K M Elliston (appointed 20 April 2017) Mrs P G Forsey Mrs M L Price (resigned 20 April 2017) Ms G Taylor (appointed 20 February 2018) Dr L Younie (appointed 20 April 2017)
Chief executive officer	Ms A Coulter
Independent examiner	H E Jones BA (Hons) FCCA Edwards and Keeping Unity Chambers 34 High East Street Dorchester Dorset DT1 1HA

ARTS AND HEALTH SOUTH WEST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

The trustees present their report and the accounts of Arts and Health South West for the year ended 31 March 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and accounts of the charity.

The accounts have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's memorandum and articles, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

In preparing this annual report the trustees confirm that due regard has been paid to the public benefit guidance published by the Charity Commission.

Objectives and activities

The principal objective of the charity as set out in the memorandum and articles is to relieve sickness and to promote health for the public benefit by promoting the use of the arts within the health sector in the South West.

The trustees have considered the Charity Commission's guidance on public benefit, which is achieved through the charity's activities as follows:-

- advocating the role of the arts within the health sector;
- promoting good practice amongst those who work in the health sector;
- promoting partnership working amongst those who work in the health sector and those who work with arts in the health sector;
- promoting training amongst each of those groups so as to better enable them to deliver arts within the health sector for the public benefit.

Chair's report

The annual report allows the charity the opportunity to review and reflect on the previous year's plans and aspirations. At the time of writing this report we can look back on a successful year of activity, but are also mindful of challenges ahead and the need for trustees to both set a clear direction for future expansion of reach and also to maintain sound and prudent financial controls.

We have continued with the final year of delivery of our Arts Council National Portfolio Organisation (NPO) business plan 2015 – 2018. Below is an extract from the introduction to this which expresses our vision and priorities for the period.

AHSW is signed up to the Charter for Arts, Health and Wellbeing developed by the National Alliance for Arts, Health and Wellbeing. [1]

"The arts, creativity and the imagination are agents of wellness: they help keep the individual resilient, aid recovery and foster a flourishing society. We recognise there are many different approaches to arts and health work, and that there is a range of practice taking place both within and outside dedicated healthcare settings."

As a membership organisation Arts & Health South West is open to any individual or organisation with an interest in or actively engaged in arts and health activity. By signing up to membership of AHSW, individuals and organisations are aligning themselves with the core values of AHSW.

Members of AHSW believe:

- *In the transformative power of the arts*
- *In the value of creativity for enhancing people's health and wellbeing*
- *In the value of active creative collaboration between artists, health workers, patients and service users*
- *In the importance of achieving the highest quality in every aspect of their work.*

[1] www.artshealthandwellbeing.org.uk

ARTS AND HEALTH SOUTH WEST

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Our plan is ambitious and lays out five main areas in which we intend to develop and support good practice across the region. These are:

- Museums and health
- Music and health
- Public health
- Arts on prescription
- 2nd international Conference on Culture, Health and Wellbeing Summer 2017.

The continuing support of the Arts Council is critical to our work, but we were very pleased to learn in February this year that we have retained our NPO status for a further four years. At the same time we worked with the National Alliance for Arts, Health and Wellbeing and the National Alliance for Museums Health and Wellbeing to submit a Sector Support Organisation bid to the Arts Council to lead the formation of a combined Culture, Health and Wellbeing Alliance (CHWA). Again we have been successful and held the launch of the new organisation at Birmingham City Museum and Art Gallery on 13 March 2018. We look forward to its development over the next year and beyond.

We are also actively pursuing other strands of funding and support from the health sector and trusts and foundations. Last year we successfully bid for a further stream of Arts Council funding – Catalyst Evolve - which assists cultural organisations to become more sustainable by diversifying income streams and becoming more effective fundraisers. This has allowed us to employ a fundraising consultant and to develop our clear offer to the sector.

The organisation has worked very effectively to ensure it is well networked and in a position to influence across a range of arts, health and third sector bodies. It continues to provide the secretariat to the All-Party Parliamentary Group on Arts, Health and Wellbeing and through this role has increased its areas of knowledge, profile and reach. The Inquiry into Arts, Health and Wellbeing continued its researches into this year and the final report '*Creative Health*' was launched at Portcullis House in July. This has been very well received by both the culture and health sectors with its many case studies providing useful evidence of the value of our work.

A highlight of our year was the second International Culture, Health and Wellbeing conference held in Bristol in June 2017. As with the first conference participant feedback indicated a very high degree of satisfaction with the event. We had 453 active participants coming from 23 different countries. Such an event is a major undertaking for a small organisation and planning meetings and speaker selection largely took place in the previous year, but marketing and event managing for the conference took an increasing amount of staff and steering group time in the first three months of the year. We had even more papers submitted for consideration than for our first such event in 2013 and selection was a stimulating but major undertaking. The International Conference uniquely affects our Accounts across two financial years, last year and this one, with a surge in the income in the previous year and expenditure in the current one managed by the Charity as a result of organising and delivering this international event.

Our annual conference in November was another opportunity to reach our wide constituency with an exciting and informative programme. After the effort expended in delivering the international conference we returned to a one day event at Watershed in Bristol. We had keynotes and a panel discussion on the theme of social prescribing, provocation sessions from members and the practical workshops in the afternoon. The afternoon also featured a powerful new performance piece by Viv Gordon, 'PreScribed', a reflection on the life of a GP in the currently embattled NHS. At the end of the conference we introduced our new programme to develop the sustainability of local organisations working in the sector. With the generous support of the Fine Family Foundation and Catalyst we intend to help up to three organisations a year raise their own funding for projects which we will then match.

The Fine Family Foundation also supported a new initiative for us – a residential winter school in March which brought together artists, health workers and academic researchers to share knowledge and explore overlapping ideas and practices.

ARTS AND HEALTH SOUTH WEST

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Our website continues to provide a major resource of information and ideas for all our members who, at the time of writing, numbered over 2000. And this year we have further extended our offer to members by producing more podcasts and Directors' blog. We have encouraged our sub regional groups to use a special interest group section on the site and have continued face to face meetings with them as well, exchanging information on social prescribing in particular. We are also working closely with Public Health England SW to align our regional strategy with theirs.

This year we continued the work on our major touring exhibition funded by Arts Council England. This partnership with Outside In and Bristol Museums, Galleries and Archives is called Alternative Visions: Undiscovered Art in the South West, and encourages artists who consider themselves outside the mainstream artist community, often because of mental health issues, to become part of Outside In's community of artists with a presence on their website. Over two hundred artists submitted work for the exhibition which during the year toured three venues across the region in Bristol, Falmouth and Cheltenham. One more, Poole, follows in April-May 2018.

We have also continued our partnership in an ambitious cross European Erasmus+ funded project called Art and Social Change. This project aims to develop arts approaches to working with people in recovery from addiction, particularly supporting health workers to prevent burnout, testing different approaches in different countries which include Lithuania, UK, Germany and Sicily. Our specific role is to create and maintain a community of practice through a website and social media, but we have also supported Portraits of Recovery in developing the English art and recovery workshops.

All the above work – and more is only possible because of the expert and dedicated work of our key members of staff, Alex Coulter, Director and Hannah Mumby, General Manager. Catherine West, who has expertise in social media has also joined us to project manage the Art and Social Context programme and Sarah Holmes, who joined us in the busy lead up to the international conference, remains with us as a highly effective finance assistant. Our body of trustees remains committed and active. It has been joined by Gillian Taylor who brings a wealth of experience in press and media management. We also welcomed back Bill Boa, a senior NHS finance director, as treasurer. We thank them all for their commitment. Meanwhile all current board members have not only attended quarterly board meetings, but have contributed their expertise in many other ways, providing sound financial, communications and managerial advice.

We look forward to the challenges of the year ahead when the priorities will be to ensure a healthy future for CHWA and through our sub regional network to embed arts in social prescribing within the region more widely. Emerging further themes for us are young people's mental health and loneliness.

Financial review

Total income for the year was £239,629 (2017: £198,530) of which £89,902 was subject to restriction. Expenditure for the year totalled £289,867 (2017: £142,843); £121,128 being spent on restricted fund activities. Net expenditure for the year was £50,238 (2017: £55,687 net income). Total funds at 31 March 2018 amounted to £68,111 (2017: £118,349).

As a matter of policy, each year the trustees review the amount of free reserves held in cash and cash equivalents not committed or restricted to any particular purpose. The Board considers the charity's exposure to the risk of any significant loss of income and to the risk of unforeseen expenditure, which cannot be mitigated by executive action, and on this basis decides whether the amount of assets held as reserves should be increased or decreased.

At 31 March 2018 free reserves were in £11,838. The charity usually aims to maintain reserves equivalent to three months of unrestricted expenditure. The charity plans for the restoration of reserves through careful management of working capital and is confident this can be achieved.

ARTS AND HEALTH SOUTH WEST

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Structure, governance and management

Arts and Health South West was incorporated as a company limited by guarantee on 11 April 2005 and registered as a charity with the Charity Commission on 14 July 2006. As a charitable company, Arts and Health South West is governed by its memorandum and articles of association dated 11 April 2005 as amended by subsequent special resolutions.

Under the memorandum and articles, the trustees are responsible for the overall governance of the charitable company and its property and funds. The responsibility for the daily operation of the charitable company lies with the chairperson who is supported by a management committee of eight trustees and two staff members.

The memorandum and articles provide that there must be at least four and not more than eleven trustees, elected by the members at the AGM or co-opted by the other trustees. Due consideration is given to eligibility, personal competence, specialist skills and local availability. New trustees and committee members are inducted into the workings of the charity by the Board of Trustees.

This report has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

Approved by the trustees on

Sue Isherwood (Chair)

ARTS AND HEALTH SOUTH WEST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ARTS AND HEALTH SOUTH WEST

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2018 which are set out on pages 7 to 11.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

H E Jones BA (Hons) FCCA
Edwards and Keeping

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Unity Chambers
34 High East Street
Dorchester
Dorset
DT1 1HA

ARTS AND HEALTH SOUTH WEST

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2018

	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	2018	2017	2018	2017	2017	2017
Notes	£	£	£	£	£	£
Income						
Grants, donations and ticket sales	142,813	89,902	232,715	92,133	98,335	190,468
Project management fee	6,914	-	6,914	8,031	-	8,031
UK bank interest receivable	-	-	-	31	-	31
Total income	149,727	89,902	239,629	100,195	98,335	198,530
Expenditure						
AHSW Awards	-	-	-	-	9,042	9,042
All Party Parliamentary Group Inquiry (APPG)	-	33,605	33,605	-	16,700	16,700
Outside In project	-	24,805	24,805	-	14,638	14,638
Catalyst	11,222	-	11,222	2,933	-	2,933
Culture, Health and Wellbeing International Conference	11,157	4,000	15,157	3,181	-	3,181
EU Art and Social Change Conference and administration	-	180	180	-	5,000	5,000
Room hire and catering	62,593	2,719	65,312	15,416	5	15,421
Printing, postage and marketing	816	2,360	3,176	258	138	396
Telephone	12,970	31,422	44,392	2,677	1,878	4,555
IT and website costs	222	-	222	272	-	272
Independent examination and accountancy	3,778	600	4,378	660	-	660
Other finance and bookkeeping costs	3,878	-	3,878	1,680	-	1,680
CEO's remuneration	3,667	-	3,667	1,692	-	1,692
Administrative salaries	36,442	-	36,442	19,734	17,698	37,432
Training, travel and subsistence	14,481	13,260	27,741	20,198	-	20,198
General expenses	6,389	7,871	14,260	3,068	5,570	8,638
	1,124	306	1,430	390	15	405
Total expenditure	168,739	121,128	289,867	72,159	70,684	142,843
Net income/(expenditure) for the year	2	(19,012)	(31,226)	(50,238)	28,036	27,651
Transfers between funds		(4,109)	4,109	-	210	(210)
Net movement in funds		(23,121)	(27,117)	(50,238)	28,246	27,441
Reconciliation of funds						
Funds brought forward		34,959	83,390	118,349	6,713	55,949
Funds carried forward	7	11,838	56,273	68,111	34,959	83,390

BALANCE SHEET
AS AT 31 MARCH 2018

	Notes	2018 £	2017 £
Current assets			
Debtors	4	8,740	2,700
Cash at bank and in hand		80,546	149,788
		89,286	152,488
Liabilities			
Creditors: amounts falling due within one year	5	(21,175)	(34,139)
		68,111	118,349
Net assets			
	6	68,111	118,349
Funds			
Unrestricted income funds		11,838	34,959
Restricted income funds		56,273	83,390
		68,111	118,349
Total funds			
	7	68,111	118,349

For the year ended 31 March 2018, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the trustees on

Sue Isherwood (Chair)

ARTS AND HEALTH SOUTH WEST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(a) Basis of preparation

Arts and Health South West is a private charitable company limited by guarantee and incorporated in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these accounts.

The charity constitutes a public benefit entity as defined by FRS 102. The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The accounts are prepared on a going concern basis under the historical cost convention. The accounts are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these accounts are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Income

Income is recognised when the charitable company has entitlement to the income, there is sufficient certainty of receipt so it is probable that the income will be received, and the amount receivable can be measured reliably. All income is recorded gross with no netting off of related expenditure.

Grants are recognised in full in the statement of financial activities in the year received, unless related to a specific period, when they are accrued/deferred. Grants relating to a specific project are allocated to the appropriate restricted fund.

Project management fee income represents staff time spent on specific projects with a corresponding expense recorded under the relevant project fund.

(c) Expenditure

Expenditure is recognised on an accruals basis as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes any VAT which cannot be fully recovered.

All expenditure is allocated to the relevant cost or activity to reflect the use of the resource on the basis of time spent and estimated usage. Expenditure on computer and IT equipment is fully expensed in the year of acquisition. Project management costs charged against specific projects are included as part of project costs.

(d) Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

ARTS AND HEALTH SOUTH WEST

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

(e) Pensions

The charity made payments into the government auto-enrolment pension scheme during the year. Contributions are charged to the statement of financial activities in the year they are payable.

(f) Fund accounting

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charitable company. Such funds may be held in order to finance both working capital and capital investment. Unrestricted funds may include designated funds, which are unrestricted funds earmarked for specific purposes by the trustees.

Restricted funds can only be used for particular restricted projects or purposes within the objects of the charity. Restrictions arise when specified by the funder or when funds are raised for particular restricted projects or purposes. Expenditure which meets the restricted criteria is charged to that fund, together with a fair allocation of support and administrative costs.

2 Net income for the year

	2018	2017
	£	£
This is stated after charging:-		
Independent examiner's fees		
- independent examination	360	360
- accountancy and other services	3,158	960
- underprovision in prior year	360	360
	<u>3,878</u>	<u>1,680</u>

3 Staff costs, trustees' remuneration and related party transactions

	2018	2017
	£	£
Wages and salaries	61,249	54,927
Employer's national insurance	2,410	2,275
Employer's pension contributions	559	428
	<u>64,183</u>	<u>57,630</u>

The average number of employees during the year was two (2017: two). No employee received remuneration exceeding £60,000. The charity operates the government auto-enrolment pension scheme for its employees which is a defined contribution scheme. The amount recognised as an expense in the year was £559 (2017 - £428). All expenditure is allocated to unrestricted funds.

Trustees receive no remuneration or benefits. Two trustees (2017: two trustees) were reimbursed travel costs totalling £304 (2017: £1,104) during the year. There were no related party transactions in either year.

4 Debtors

	2018	2017
	£	£
Other debtors	100	2,370
Prepayments	710	330
Accrued income	7,930	-
	<u>8,740</u>	<u>2,700</u>

ARTS AND HEALTH SOUTH WEST

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

5 Creditors: amounts falling due within one year

	2018 £	2017 £
Other creditors	1,521	38
Deferred income	2	30,281
Accruals	19,652	3,820
	<u>21,175</u>	<u>34,139</u>

6 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	29,013	60,273	89,286
Current liabilities	(17,175)	(4,000)	(21,175)
	<u>11,838</u>	<u>56,273</u>	<u>68,111</u>

7 Funds

	At 1 April 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
Unrestricted funds					
General income funds	7,141	46,926	(66,470)	6,454	(5,949)
AHSW Annual Conference	831	4,966	(3,946)	(1,851)	-
Catalyst	26,987	-	(12,200)	-	14,787
Culture, Health and Wellbeing International Conference	-	97,835	(86,123)	(11,712)	-
Reserves Fund	-	-	-	3,000	3,000
	<u>34,959</u>	<u>149,727</u>	<u>(168,739)</u>	<u>(4,109)</u>	<u>11,838</u>
Restricted funds					
EU Art and Social Change	985	13,015	(9,485)	-	4,515
CHW17	-	4,000	(4,000)	-	-
CHWA	-	-	(4,109)	4,109	-
All Party Parliamentary Group Inquiry (APPG)	45,263	33,087	(59,490)	-	18,860
Outside In project	27,142	29,800	(42,544)	-	14,398
Catalyst	10,000	10,000	(1,500)	-	18,500
	<u>83,390</u>	<u>89,902</u>	<u>(121,128)</u>	<u>4,109</u>	<u>56,273</u>
Total funds	<u>118,349</u>	<u>239,629</u>	<u>(289,867)</u>	<u>-</u>	<u>68,111</u>

Restricted funds arise when specified by the funder or when funds are raised for particular restricted projects or activities. Expenditure which meets the restricted criteria is charged to that fund, together with a fair allocation of support and administrative costs. Insofar as expenditure charged to restricted funds exceeds monies received, transfers may be made from unrestricted funds to cover any deficit that would otherwise arise.