

C8 70

**RYE TOWN COUNCIL**

**APPLICATION FOR A GRANT (VOLUNTARY ORGANISATIONS)**

Please note that this application will not be considered unless it is accompanied by a copy of the organisation's latest set of accounts showing income and expenditure and balances. If the organisation does not prepare annual accounts or is less than 12 months' old copies of statements for all accounts (bank/deposit/investment and so on) covering the last six months must be supplied.

1	Name of organisation	Entertainment Workshops
2	Is the organisation a registered charity? If yes, please state charity number If no, what is the constituted status of your organisation?	1146124
3	Name, address and status of individual ('the contact') completing this application	David Byrne (CEO) Unit D Weslake Industrial Park Rye Harbour Road TN317TE
4	Contact's telephone no.	01797 229916
5	Contact's email address	dave@ewweb.co.uk
6	Amount of grant requested	£1500
7	For what purpose or project is the grant requested?	We desperately need 1 more Mac Book Pro as we only have 1 and when it comes to downloading students work while filming on location it is very difficult as it only enables 1 student at a time to save their work and is very time consuming with another Mac Book Pro it will save much more time and enable students to do more filming

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9	If the total cost of the project is more than the grant requested, how will the remainder be financed?	N/A
10	Have you actually applied for a grant towards this project from other organisations? If so, which organisations, how much, and has funding been confirmed?	no
11	How many signatories are required to sign cheques? <i>(must be a minimum of two)</i>	2
12	Who/What will benefit from this project and how?	Young people in the Rye area

*If necessary, please continue on a separate sheet. Please feel free to submit any other relevant supporting information.*

Signed David Byrne

Date 10<sup>th</sup> Sept 2017

*(The person completing this application on the organisation's behalf)*

CS 70  
REGISTERED COMPANY NUMBER: 07790383 (England and Wales)  
REGISTERED CHARITY NUMBER: 1146124

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 AUGUST 2016  
FOR  
ENTERTAINMENT WORKSHOPS LIMITED**

Ashdown Hurrey  
Chartered Accountants & Business Advisers  
20 Havelock Road  
HASTINGS  
East Sussex  
TN34 1BP

**ENTERTAINMENT WORKSHOPS LIMITED**  
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**FOR THE YEAR ENDED 31 AUGUST 2016**

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**ENTERTAINMENT WORKSHOPS LIMITED (REGISTERED NUMBER: 07790383)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 AUGUST 2016**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

07790383 (England and Wales)

**Registered Charity number**

1146124

**Registered office**

20 Havelock Road  
HASTINGS  
East Sussex  
TN34 1BP

**Trustees**

K Coombs	Director	
K D A Smith	Director	
W A M Deeprise	Director	- appointed 29.10.15 - resigned 30.11.16
B R McLean	Director	- appointed 15.6.16

**Company Secretary**

**Independent examiner**

Ashdown Hurrey Auditors Limited  
Chartered Accountants & Business Advisers  
20 Havelock Road  
HASTINGS  
East Sussex  
TN34 1BP

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

New trustees are usually known by the existing trustees and are appointed by them.

**Organisational structure**

David Byrne acts as chief executive of the charity and deals with the day to day running on behalf of the trustees.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 AUGUST 2016**

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The objects of the Charity are the advancement of education (including social and Interaction skills and try to reduce anti-social behaviour) of young people.

We aim, through our facility, to provide first class alternative education to young people s from the ages of 11 to 25.

We seek to provide a structured alternative educational environment that develops our young people's capabilities, competences and skills. We promote the academic and moral development of our young people through our academic curriculum, such as the Arts Award, GCSE's and Btec activities.

We provide an alternative educational environment where each student can develop and fulfil his or her potential, building their self-confidence, raising aspirations and to try and create a desire to contribute to the wider community. In so doing, we prepare young people for the opportunities, responsibilities and experience of later life.

The strategic aims of Entertainment Workshops are:

- Personal development through interest and increased confidence, motivation and self-esteem.
- To enable young people to learn more easily and more effectively.
- To enable young people to manage their own lives more easily and more effectively.
- Enable young people to identify with and support each other and to pursue their own goals and aspirations.
- To provide opportunities, qualifications and experience for sustainable employment.
- To fund raise and create a bursary for young people to further their training.
- Improved awareness and understanding.

Our objectives are set to reflect our alternative educational aims and the ethos of Entertainment Workshops. It is important to us that we maintain and enhance not only the academic success of Entertainment Workshops but also the social skills and raise aspirations of the young people.

This objective, however, set in the context of the broader goals we set for Entertainment Workshops.

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and in particular to its supplementary public benefit guidance on advancing alternative education and on fee-charging.

Our key objectives for the year included:

- To broaden our academic curriculum and extend the range of Btec provision;
- To enhance and improve the social skills for young people;
- To increase numbers of students
- To develop partnerships with other organisations
- Provide training and guidance in the delivery of stage performances by groups or individuals;
- To provide a show case for local talent and those wishing to support live performances, acting or filming;
- In consultation with others, to develop a plan for working in and with the local Community and schools to give young people an opportunity to display the skills gained in a variety of settings;
- To provide training in the use of stage equipment, lighting or sound and the application of special effects and techniques;
- Any other assistance which the committee feels would benefit the overall objectives of the organisation in carrying out its role;
- Promote the social; physical; emotional; mental and economic wellbeing of everyone involved with Entertainment Workshops.

**ENTERTAINMENT WORKSHOPS LIMITED (REGISTERED NUMBER: 07790383)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 AUGUST 2016**

**OBJECTIVES AND ACTIVITIES**

Our ethos and strategy

Our Trustees are responsible for setting a strategy for achieving the objectives they have set. The focus of our strategy is on the development of our young peoples, their continued levels of achievement and to work closely within the community and providing resources for the wider community.

Our ethos: A caring organisation which is serving our local community and society.

Our organisation seeks to benefit the public through the Pursuit of its stated aims. Our fees are set at a level to ensure the financial viability of Entertainment Workshops and at a level that is consistent with our aim of providing a first class alternative education to young people.

Entertainment Workshops welcomes young people from all backgrounds.

We are an equal opportunity organisation and are committed to a working Environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled.

Entertainment Workshops is committed to safeguarding and promoting the welfare of our young people and expects all staff and volunteers to share this commitment.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

Since its foundation in 2009, Entertainment Workshops have surpassed expectations in its growth.

Since its inception, Entertainment Workshops have become a registered Charity (2012). Our facilities include, a cyclorama green screen and video editing department, a 48 track professional recording studio and a fully functioning photography suite along with two computer suites for all young people's needs.

A brief list of Achievements;

1. We offer accredited courses (GCSE's, Btec's, arts award and AQA's)
2. All year 11 students achieved there GCSE qualification
3. All year 11 students obtained a college place or apprenticeship
4. All students have achieved accreditations
5. Year 11 students provided technical support for a touring company called the White Room
6. year 11 students provided technical lighting for the Bucks Fizz reunion tour
- 7 EW won the apprenticeship 4 England award 2016
8. Ongoing product videos for Penn-Elcom and CLD-Distribution.

The trustees have considered their duty set out in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission, and in their opinion have complied with this over the course of the period under review.

**FINANCIAL REVIEW**

**Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be used to assist in the running of the everyday activities, whilst those that have been designated or restricted by the donors are held for the purposes they are intended for.



**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 AUGUST 2016**

**FINANCIAL REVIEW**

**Funds in deficit**

At the year end the general fund showed a deficit of £80,496 ( 2015: £63,738 )

The Trustees have reviewed the results for the year and considered the going concern basis as appropriate on the basis of future funding. After nearly 2 years we are near completion of signing a contract with Selbridge Ltd to secure an international student exchange programme which will secure future funding for the next 5 years and will put EW into a very profitable situation. Also EW are in the process of signing a contract with a large production company to assist in supplying a TV series for a major UK television channel which will result in a substantial cash injection.

Whilst reviewing the charity's financial position the Trustees have taken action to reduce future operating costs and believe the action taken and the partnership with Selbridge Ltd plus the contract with the production company will ensure the future of the charity.

At the year end the charity owed HM Revenue & Customs £21,782 in PAYE and National Insurance, and has in place a formal repayment plan. The bank overdraft with Natwest PLC of £30,000.00 is formally guaranteed by trustees K Coombs and K D A Smith.

Income from educational workshops for the period totalled £99,287 (2015: £91,709).

Costs in general for the charity have decreased.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 27 June 2017 and signed on its behalf by:

K D A Smith - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ENTERTAINMENT WORKSHOPS LIMITED (REGISTERED NUMBER: 07790383)**

I report on the accounts for the year ended 31 August 2016 set out on pages six to ten.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

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 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

S R Sampson  
FCA FCIE DChA  
Ashdown Hurrey Auditors Limited  
Chartered Accountants & Business Advisers  
20 Havelock Road  
HASTINGS  
East Sussex  
TN34 1BP

28 June 2017

**ENTERTAINMENT WORKSHOPS LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2016**

	Notes	Unrestricted fund £	Restricted fund £	31.8.16 Total funds £	31.8.15 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		39,520	-	39,520	81,467
Activities for generating funds	2	450	-	450	6,640
<b>Incoming resources from charitable activities</b>					
Charitable Activities		99,287	-	99,287	91,709
<b>Total incoming resources</b>		<u>139,257</u>	<u>-</u>	<u>139,257</u>	<u>179,816</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising trading: cost of goods sold and other costs		2,500	-	2,500	-
<b>Charitable activities</b>					
Charitable Activities		128,290	-	128,290	142,682
<b>Governance costs</b>		6,145	-	6,145	5,131
<b>Other resources expended</b>		19,080	-	19,080	30,747
<b>Total resources expended</b>		<u>156,015</u>	<u>-</u>	<u>156,015</u>	<u>178,560</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<u>(16,758)</u>	<u>-</u>	<u>(16,758)</u>	<u>1,256</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>(63,738)</u>	<u>-</u>	<u>(63,738)</u>	<u>(64,994)</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>(80,496)</u></u>	<u><u>-</u></u>	<u><u>(80,496)</u></u>	<u><u>(63,738)</u></u>

The notes form part of these financial statements

**ENTERTAINMENT WORKSHOPS LIMITED (REGISTERED NUMBER: 07790383)**

**BALANCE SHEET  
AT 31 AUGUST 2016**

	Notes	Unrestricted fund £	Restricted fund £	31.8.16 Total funds £	31.8.15 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	5	5,122	-	5,122	10,914
<b>CURRENT ASSETS</b>					
Debtors	6	-	-	-	2,500
Cash at bank		396	-	396	207
		<u>396</u>	<u>-</u>	<u>396</u>	<u>2,707</u>
<b>CREDITORS</b>					
Amounts falling due within one year	7	(86,014)	-	(86,014)	(77,359)
		<u>(86,014)</u>	<u>-</u>	<u>(86,014)</u>	<u>(77,359)</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>					
		<u>(85,618)</u>	<u>-</u>	<u>(85,618)</u>	<u>(74,652)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>(80,496)</u>	<u>-</u>	<u>(80,496)</u>	<u>(63,738)</u>
<b>NET ASSETS/(LIABILITIES)</b>					
		<u><u>(80,496)</u></u>	<u><u>-</u></u>	<u><u>(80,496)</u></u>	<u><u>(63,738)</u></u>
<b>FUNDS</b>					
Unrestricted funds	8			(80,496)	(63,738)
Restricted funds				-	-
<b>TOTAL FUNDS</b>					
				<u><u>(80,496)</u></u>	<u><u>(63,738)</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 27 June 2017 and were signed on its behalf by:

K D A Smith -Trustee

The notes form part of these financial statements

## ENTERTAINMENT WORKSHOPS LIMITED

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2016

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The statements for the charity have been prepared using the Going Concern basis, this has been considered appropriate even though the balance sheet shows a negative position, due to the additional income streams due to the charity in the next 12 months.

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 33% on cost
Computer equipment	- 33% on cost

It is the charity's policy to capitalise assets with a value greater than £1,500, all individual items with a cost less than this are recognised in the statement of financial activities for the year in which they were purchased.

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	31.8.16	31.8.15
	£	£
Fundraising events	450	6,640
	<u>          </u>	<u>          </u>

#### 3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.8.16	31.8.15
	£	£
Depreciation - owned assets	5,792	10,177
Deficit on disposal of fixed asset	-	825
	<u>          </u>	<u>          </u>

**ENTERTAINMENT WORKSHOPS LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 AUGUST 2016**

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2016 nor for the year ended 31 August 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2016 nor for the year ended 31 August 2015.

**5. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Computer equipment £	Totals £
<b>COST</b>			
At 1 September 2015 and 31 August 2016	<u>6,800</u>	<u>19,964</u>	<u>26,764</u>
<b>DEPRECIATION</b>			
At 1 September 2015	4,237	11,613	15,850
Charge for year	<u>1,284</u>	<u>4,508</u>	<u>5,792</u>
At 31 August 2016	<u>5,521</u>	<u>16,121</u>	<u>21,642</u>
<b>NET BOOK VALUE</b>			
At 31 August 2016	<u>1,279</u>	<u>3,843</u>	<u>5,122</u>
At 31 August 2015	<u>2,563</u>	<u>8,351</u>	<u>10,914</u>
<b>6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
Trade debtors		31.8.16 £ -	31.8.15 £ <u>2,500</u>
<b>7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
Bank loans and overdrafts		31.8.16 £ 29,245	31.8.15 £ 28,745
Other loans		10,000	19,000
Trade creditors		3,571	1,410
Social security and other taxes		21,782	24,047
Other creditors		18,176	1,889
Accrued expenses		<u>3,240</u>	<u>2,268</u>
		<u>86,014</u>	<u>77,359</u>

The Natwest Bank overdraft has been personally guaranteed by Trustees K Coombs and K D A Smith.

National Westminster Bank PLC hold a fixed and floating charge, the floating charge covers all the property and undertakings of the company.

Other loans include a loan of £5,000 from K D A Smith (Trustee) who confirms that repayment will not be demanded within the next 12 months. Also included in other loans is a loan from S Brister £5,000. Other creditors include money owed to David Byrne a member of the management committee who has also confirmed that payment will not be sought after the next 12 months. The charity has arranged a formal payment plan with HMR&C for arrears of PAYE.

**ENTERTAINMENT WORKSHOPS LIMITED****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 AUGUST 2016****8. MOVEMENT IN FUNDS**

	At 1.9.15 £	Net movement in funds £	At 31.8.16 £
<b>Unrestricted funds</b>			
General fund	(63,738)	(16,758)	(80,496)
<b>TOTAL FUNDS</b>	<u>(63,738)</u>	<u>(16,758)</u>	<u>(80,496)</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	139,257	(156,015)	(16,758)
<b>TOTAL FUNDS</b>	<u>139,257</u>	<u>(156,015)</u>	<u>(16,758)</u>

**9. RELATED PARTY DISCLOSURES**

The building used by the Charity is leased in the name of Mr D Byrne, a member of the management committee.

Transactions have taken place between the charity and EW Production Services Limited. These transactions relate to the use of equipment owned by EW Production Services Limited by the charity, along with the use of premises and utilities paid for by the charity by EW Production Services Limited. These have been accounted for through an inter company account and at the year end a balance of £2,063 was owed by the charity to EW Production Services Limited.

**ENTERTAINMENT WORKSHOPS LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2016**

	31.8.16 £	31.8.15 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts	1	1
Donations	34,519	28,795
Grants	5,000	52,671
	<u>39,520</u>	<u>81,467</u>
<b>Activities for generating funds</b>		
Fundraising events	450	6,640
<b>Incoming resources from charitable activities</b>		
Workshops	99,287	91,709
	<u>139,257</u>	<u>179,816</u>
<b>RESOURCES EXPENDED</b>		
<b>Fundraising trading: cost of goods sold and other costs</b>		
Bad debts	2,500	-
<b>Charitable activities</b>		
Sundries	-	12
Tutor costs	90,986	100,404
Workshop materials	29	377
Workshop equipment	10,395	10,900
Rent	13,242	14,450
Property repairs	67	392
Repairs & renewals	191	60
Training costs	-	468
Fundraising costs	950	5,849
	<u>115,860</u>	<u>132,912</u>
<b>Governance costs</b>		
Accountancy	6,132	5,118
Company filing fee	13	13
	<u>6,145</u>	<u>5,131</u>
<b>Support costs</b>		
<b>Management</b>		
Insurance	3,029	2,836
Light and heat	3,563	6,052
Telephone	3,362	2,458
Postage and stationery	210	324
Sundries	684	1,252
Cleaning & waste disposal	1,050	1,184
Motor expenses	6,571	8,267
IT support	3,510	3,767
Travel	50	38
Plant and machinery	1,284	2,257
Motor vehicles	-	1,295
Computer equipment	4,508	6,627
Carried forward	27,821	36,357

This page does not form part of the statutory financial statements



