



ANNUAL REPORT AND ACCOUNTS

YEAR ENDED 28th FEBRUARY 2018



Registered Charity No: 1114530

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TRUSTEES' REPORT

The trustees of Action for Children's Arts (ACA) present their annual report and financial statements for the year ended 28th February 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Name	Action for Children's Arts
Registered Charity Number	1114530
Company Number	03721564
Registered Office	46 Bradshaw Close, London SW19 8NL
Administrative Office	PO Box 169, Ashted, Surrey KT21 9BY

Directors/Trustees

The directors/trustees in office for all or part of the financial year were:

David Wood OBE – President

Vicky Ireland MBE FRSA – Chair

John Shanley – Treasurer and Acting Company Secretary from 1st June 2017

Chris Abbott

Simon Bates

Janna Feldman

Chris Jarvis

David Lee-Jones

James Mayhew

Grainne Powell

Janet Robertson

Philip Spedding

James Tarbit

Susan Whiddington

Company Secretary

Sarah Payne – resigned 31st May 2017

Patrons

ACA has the support of the following distinguished patrons and thanks them for their support during the year:

Jenny Agutter OBE, David Almond, Sir Alan Ayckbourn CBE, Baroness Floella Benjamin OBE, David Bintley CBE, Malorie Blackman OBE, Quentin Blake CBE, Sir Matthew Bourne OBE, Joseph Coelho, Mrs Felicity Dahl, Dame Carol Ann Duffy, Michael Foreman, Jamila Gavin, Anna Home OBE, Shirley Hughes OBE, Sir Nicholas Hytner, Terry Jones, Julian Lloyd Webber, Joanna MacGregor OBE, Michelle Magorian, Roger McGough CBE, Michael Morpurgo OBE, Nick Park CBE, Philip Pullman CBE, Lynne Reid Banks, Prof. Sir Ken Robinson, Sir Tony Robinson, Michael Rosen, Dame Jacqueline Wilson, Benjamin Zephaniah

STRUCTURE, GOVERNANCE AND MANAGEMENT

ACA is a charity registered in England and Wales and a company limited by guarantee and governed by its Memorandum and Articles of Association.

The directors of the company are also trustees of the charity. They have overall responsibility for the strategic direction and effective governance of the charity and the company. The directors meet 10 times per year.

The appointment of directors is in accordance with the Articles of Association of ACA which state that any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director by ordinary resolution or by a decision of the directors.

ACA's work is carried out almost entirely by volunteers. There are no full time staff and only two part time members of staff. The trustees are grateful to a number of volunteers who are part of an advisory group that helps us carry out our work.

OBJECTIVES AND ACTIVITIES

ACA's charitable objects are 'to further the artistic education of children by promoting and supporting all professional art forms for children under the age of 13, whilst bearing in mind children's voices, wishes and needs'.

ACA is the national voice of children's arts. We are dedicated to valuing children, valuing childhood and valuing the arts.

Through a programme of national and regional events and activities, ACA provides opportunities for artists, educators and other professionals working with children to exchange ideas and gain greater understanding of each other's practice.

In essence we:

- Campaign for children's right to the arts
- Connect children's arts practitioners
- Celebrate children's arts in the UK

In pursuit of its charitable objects, the Charity carries out the following activities:

– Inspiration Days

Inspiration Days have been central to ACA's programme since its inception in 1998. These events bring together children's arts professionals to share practice and explore ideas in an area of common interest. The format of the day varies according to the chosen topic but always includes presentations or performances of current work by leaders in the field, discussion of relevant issues and opportunities for informal networking.

Inspiration Days have covered a wide range of topics, including opera for children, children's dance, war as a theme of children's literature, the impact of the National Curriculum on children's reading, puppetry and the involvement of children in the design of cultural venues. ACA will continue to seek to stage Inspiration Days across the entire spectrum of children's arts.

– Conferences

ACA holds conferences related to its aims and objectives.

– Awards

Celebrating the arts is an important aim of the charity. We present annual awards to our members; and also the prestigious J.M. Barrie award which is given annually to a children's arts practitioner or organisation for a lifetime's achievement in delighting children whose work, in the view of the trustees, will stand the test of time.

Public Benefit

In setting objectives and in planning future activities, the trustees have considered how our work may most effectively further our charitable aims for the benefit of the public. In doing so, the trustees have given due regard to the Charity Commission's guidance on delivering public benefit.

ACHIEVEMENTS AND PERFORMANCE

In line with its charitable objectives of campaigning for children's right to the arts, connecting children's arts practitioners and celebrating children's arts in the UK, ACA's achievements during the year included:

Campaigning

- We have continued to support the Bacc for the Future campaign. The Department for Education is planning to make the five English Baccalaureate (EBacc) subject areas compulsory for all secondary school pupils. The Ebacc list of subjects contains no creative arts subjects. In this regard, we met and discussed the EBacc with:
 - Kevin Brennan, Labour MP for Cardiff West, Shadow Secretary of State for DCMS.
 - Nick Thomas-Symonds, Labour MP for Torfaen, Shadow Solicitor General and Shadow Minister for Security.
- We issued a Press release with key concerns about the provision of cultural education and quotes submitted to us from Sir Michael Morpurgo, Sir Tony Robinson, Julian Lloyd-Webber, Chris Jarvis and Pui Fan Lee.

- We met with Nicky Morgan, interim Director of the Children, Young People and Learning department of Arts Council England (ACE) to discuss our Listening to Children project. At this meeting, Nicky updated us on ACE's current priorities for early-years children and young people.
- We attended the following events relating to children's arts:
 - The APPG Joint Action event *Visas and immigration post-Brexit and the creative industries: making sure the sector continues to thrive once the UK has left the EU* at Portcullis House. This event was co-hosted by the following arts/creative industries All-Party Parliamentary Groups: Art, Craft & Design; Dance; Design & Innovation; Music; Music Education; Performers' Alliance; Video Games; and Teaching Profession.
 - The RSA launch of "Learning About Culture", which aims to improve understanding of the impact of cultural learning on educational outcomes, and to strengthen the use of evidence in cultural learning practice.
 - The Creative Industries Federation: 'Brexit and Industrial Strategy' at Portcullis House.
 - The Westminster forum "Growth in the UK creative industries and priorities for the Industrial Strategy".
 - The All Party Parliamentary Group Cultural Learning Symposium; The Creative Industries Federation meeting of the "Higher and Further Education Working Group"; and The Writer's Guild of Great Britain Awards 2017. ACA congratulated the winner, Sarah Macdonald-Hughes, for winning Best Play for Young Audiences: *How to be a Kid*, which was produced at The Orange Tree, London.
 - The Book Trust Lifetime Achievement Award at The Southbank. For the first time, BookTrust honoured two people with this prestigious title: Helen Oxenbury (*We're going on a Bear Hunt, Farmer Duck*) and John Burningham (*Chitty-Chitty Bang-Bang: the Magical Car, Mr Gumpy's Outing*), both creators of legendary picture-books.

- The London Theatre Consortium's first symposium on creative learning: “A Future Curriculum for Drama Education”. The event brought together teachers, theatres, creatives, young people and exam board representatives to examine the ways in which all could work together to make drama education in the UK the best it can be.
- We wrote to Creative Scotland and asked them to reverse their decision to cut funding to numerous organisations, including Catherine Wheels and Visible Fictions, which they eventually did. Congratulations to everyone involved for proving that we can make our voices heard.

Connecting

- ACA Trustees have helped the Scottish Chamber Orchestra find significant funding for their three-year music education project in Wester Hailes, one of the most deprived areas of Edinburgh. The SCO are planning creative music workshops, performances for all ages and several exciting initiatives to engage the community.
- We held round table meetings on “Listening to Children”, hosted by Christies, the V&A Museum, and The National Studio.
- We met and talked to ACA patron Jamila Gavin and, as a result, Trustee Dave Lee Jones has created a Diversity Policy for the charity.
- We attended:
 - A function at The Roundhouse to announce that Education pioneer and ACA Patron Sir Ken Robinson has teamed up with the Roundhouse in a bid to get more young people involved in the arts.
 - The Birmingham Big arts debate held at the Birmingham Rep.
 - A Policy Forum for London Keynote Seminar: The future for arts and culture in London - increasing participation, funding challenges and the Cultural Infrastructure Plan.
 - A panel event to launch Oberon's new book “Reasons to be Graeae”, celebrating the first 38 years of the UK's first disabled-led theatre company. The event was held in the Cottesloe Room at the National Theatre, with an opening address by AD Rufus Norris.

- We attended and greatly enjoyed 'Dance through the Decades', involving over 100 children and young people from special schools in Leicestershire.
- We attended the APPG debate on the Future of Children's Television.

Celebrating

- The 2017 J.M. Barrie Awards were presented on 9th November 2017 at the Prince of Wales Theatre, London. The Outstanding Contribution to the Arts Award was presented to TV composer Liz Kitchen

The J.M. Barrie Award was presented to David Wood OBE for a lifetime of unforgettable writing for children. The award was presented by six-year-old Sacha Lee-Khan in a ceremony hosted by Delfont Mackintosh Theatres. Sir Cameron Mackintosh personally welcomed assembled guests, before a ceremony that included speeches from Maureen Lipman CBE and ACA patrons Philip Pullman CBE and Judith Kerr OBE. 2017 is a marvellous year to celebrate David Wood's life and achievements, as it is his 50th year of writing plays for children.

The Members Awards for excellence in Children's Arts were presented to:

- Daphna Attias of Peut-Être Theatre
 - Hollie Coxon and Anthony Hope – The Sunderland Empire Theatre Creative Learning Team
 - Jude Merrill – outgoing artistic director of Travelling Light Theatre
 - Kate Prince from ZooNation
 - Gillian Rennie from Seven Stories.
- We held 20th Birthday celebrations, hosted by the V&A museum at Blythe House. ACA thanks the Department of Theatre and Performance at The Victoria and Albert Museum for supporting this event. The evening included a backstage tour of the UK's National Collection of Performing Arts held by the V&A, including items from the Museum of Childhood, Unicorn Theatre, Whirligig, the award-winning stage production of War Horse, costumes from Sir Matthew Bourne's ballets and much more!

FINANCIAL REVIEW

Overview

The Statement of Financial Activities set out on page 12 shows that total incoming resources were £8,104, which was down substantially from last year (2016/17: £12,130). This was mainly due to a significant decrease in membership income which was down 47% to £4,078 compared to £7,750 in 2016/17. The charity is very reliant on its members and will be addressing this situation as a priority during 2018.

The total cost of generating funds also decreased to £2,472 (2016/17: £3,536). The charity is now required to report under the 'accruals' accounting regime instead of the 'receipts and payments' method previously adopted. Costs amounting to £644 were paid during the year which relate to 2018/19. These have been deducted from 2017/18 costs and shown as a prepayment on the Balance Sheet.

Expenditure on charitable activities decreased to £6,205 (2016/17: £7,859). This was mainly due to a reduction in the costs of staging the J.M. Barrie awards. In honour of our President, David Wood OBE, Sir Cameron Mackintosh kindly donated the cost of the refreshments at the event; and some other goods and services were also kindly donated. ACA is very grateful to these donors. Total resources expended in the year were £8,677 (2016/17: £11,395).

Audit

The financial statements have not been audited as the charity's annual income is currently below the level at which an audit is required. However, the trustees confirm that they have reviewed the accounts and believe they represent a true and fair view of the charity's financial status.

Risk Management

The trustees have considered the major risks to which the charity is exposed and are satisfied that its systems and procedures are sufficient to manage those risks. One identified risk is a lack of funds to stage the annual J.M. Barrie Awards. This risk is reflected in the charity's reserves policy. Appropriate risk assessments are carried out in the planning stages of every ACA event.

Reserves Policy

The trustees have set a policy of maintaining unrestricted reserves at a level that would enable the charity's work to continue even in a poor fundraising year. As a minimum, the charity expects to stage the J.M. Barrie Awards each year for which it requires funds in the range £5,000 - £6,000 and this is the current target range for unrestricted reserves. The trustees will continue to review and refine this policy as income becomes more assured.

Statement of Trustees' Responsibilities

The Trustees, who are also the directors of the company, are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice, Accounting and Reporting by Charities (the Charities' SORP);
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

By order of the Board of Trustees:

.....
Vicky Ireland MBE
Chair

.....
John Shanley FCCA
Treasurer

ACTION FOR CHILDREN'S ARTS ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 28th FEBRUARY 2018

Statement of Financial Activity (incorporating an Income and Expenditure Account)
For the year ended 28th February 2018

	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total Funds 2018 £	Total Funds 2017 £
INCOMING RESOURCES					
Voluntary income:					
- Membership	4,078	0	0	4,078	7,750
- Grants	0	0	0	0	0
- Donations	1,010	1,800	0	2,810	2,275
- Gift Aid	1,210	0	0	1,210	0
- Trusts & Foundations	0	0	0	0	1,800
- Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>288</u>
Sub-total voluntary income	6,298	1,800	0	8,098	12,113
Bank Interest	<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>17</u>
Total Incoming Resources	<u>6,304</u>	<u>1,800</u>	<u>0</u>	<u>8,104</u>	<u>12,130</u>
RESOURCES EXPENDED					
Cost of generating funds:					
- Fundraising & Publicity	824	0	0	824	907
- Management & Administration	1,528	0	0	1,528	2,529
- Membership	120	0	0	120	100
Total cost of generating funds	<u>2,472</u>	<u>0</u>	<u>0</u>	<u>2,472</u>	<u>3,536</u>
Charitable expenditure:					
- Charitable Activities	2,488	1,800	0	4,288	5,879
- Dissemination of Information	<u>1,917</u>	<u>0</u>	<u>0</u>	<u>1,917</u>	<u>1,980</u>
Total charitable expenditure	<u>4,405</u>	<u>1,800</u>	<u>0</u>	<u>6,205</u>	<u>7,859</u>
Total Resources Expended	<u>6,877</u>	<u>1,800</u>	<u>0</u>	<u>8,677</u>	<u>11,395</u>
Net Movement in Funds	-573	0	0	-573	735
Funds b/fwd 1 March 2017	<u>6,413</u>	<u>0</u>	<u>15,000</u>	<u>21,413</u>	<u>20,678</u>
Funds c/fwd 28 February 2018	<u><u>5,840</u></u>	<u><u>0</u></u>	<u><u>15,000</u></u>	<u><u>20,840</u></u>	<u><u>21,413</u></u>

The notes on pages 13-14 form part of these financial statements.

Balance Sheet As At 28th February 2018

	2018	2018	2017	2017
	£	£	£	£
Current Assets				
Cash at Bank:				
- Community Account	7,483		8,608	
- Deposit Account	12,811		12,805	
Prepayments	644		0	
	<u>20,938</u>	20,938	<u>21,413</u>	21,413
Sub total		<u>20,938</u>		<u>21,413</u>
Less: Current Liabilities		(98)		0
Net Assets		<u>20,840</u>		<u>21,413</u>
Represented by:				
Reserves B/Fwd	21,413		20,678	
Income & Expenditure A/C	<u>(573)</u>		<u>735</u>	
Reserves C/Fwd	<u>20,840</u>	<u>20,840</u>	<u>21,413</u>	
Designated Fund	15,000			
Unrestricted Funds	<u>5,840</u>			
	<u>21,413</u>			

Audit Exemption Statement:

For the year ending 28th February 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No members have 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 directors 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

These financial statements were approved by the Board of Trustees on 20th June 2018

Signed on behalf of the charity's trustees

.....
Vicky Ireland MBE
Chair

.....
John Shanley FCCA
Treasurer

The notes on pages 13-14 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS:

Basis of preparation of financial statements

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, 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.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charity qualifies as a small charity.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The Designated Fund of £15,000 has been set aside by the Trustees to cover administrative costs for a period of at least 3 years.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention. The charity is entirely dependent on receiving donations and as a consequence the going concern basis is also dependent on the continuation of such income.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers.

Staff Costs

The charity has no full term employees. There were two part-time contracted employees who worked on administration, fundraising and charitable activities during the year.

Taxation

The charity is exempt from tax on its charitable activities.

Trustees

No Trustees received any remuneration or claimed expenses for their services as Trustees.