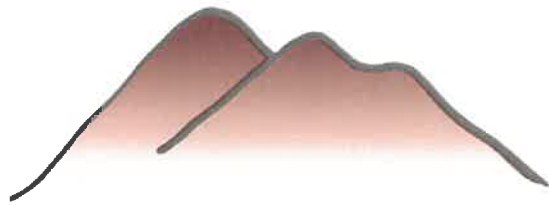


**Highlights Productions**  
**Report of the Directors and Trustees**  
**and Financial Statements for the year ended**  
**31 March 2017**



**Keswick**  
**ACCOUNTANTS**

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## **Highlights Productions**

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## Highlights Productions

### Charity Information for the year ended 31 March 2017

<b>DIRECTORS AND TRUSTEES:</b>	Mr J Holland - Chair Mr G C Hoskin Ms I Faith Mr T R Speight Ms S L Haynes Ms E Lugg
<b>COMPANY SECRETARY</b>	Ms B Slack
<b>CHIEF EXECUTIVE OFFICERS:</b>	Ms B Slack Ms R Cross
<b>BUSINESS ADDRESS</b>	14 Kings Head Court Bridge Street Appleby Cumbria CA16 6QH
<b>REGISTERED OFFICE:</b>	14 Kings Head Court Bridge Street Appleby Cumbria CA16 6QH
<b>CHARITY NUMBER:</b>	1100920
<b>COMPANY NUMBER:</b>	4646007
<b>ACCOUNTANT AND INDEPENDENT EXAMINER</b>	Frances Clark ACA Keswick Accountants Appleside 4 Leonard Street Keswick Cumbria CA12 4EJ
<b>BANKERS:</b>	Co-Operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT

## **Highlights Productions**

### **Report of the Trustees for the year ended 31 March 2017**

The Trustees (Management Committee), who are the directors of the Company for the purposes of company law, present their report together with the financial statements of the Charity for the year ended 31 March 2017.

The accounts have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, and the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **Governing Document**

Highlights Productions is a company limited by guarantee and registered charity. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

### **Objectives**

The object of the charity is to advance the education of the public in the practice and appreciation of the arts, especially in the counties of Durham, Northumberland and Cumbria, through the provision of a rural arts service. The company aims to meet its objectives by presenting and promoting a programme of drama, dance, literature, music, storytelling and visual arts. It achieves these aims through:-

- continuing support of volunteer promoters to enable them to provide a professional service in providing a programme of high quality events in their venues;
- continuing choice of a wide range of performances to the highest quality
- securing the necessary funds to put these objectives in place and ensure the sustainability of the programme.

### **Directors**

The directors who acted during the period were as follows:

Mr T R Speight  
Ms I Faith  
Mr G C Hoskin  
Ms S L Haynes  
Mr J Holland  
Ms E Lugg

### **Management Structure**

At the end of each Annual General Meeting, one third of the Trustees must retire from office. The members to retire shall be those longest in office since their last election. Retiring members may be eligible for re-election with no maximum period of service. The Trustees may co-opt persons onto the board to fill any casual vacancies. All co-opted members should stand down at the AGM following their co-option. Trustees are given an induction pack and undertake an interview process to assess suitability for both parties.

The strategy is developed by the Chief Executive Officer and approved by the Board. The day to day activities are carried out by 3 members of staff and 2 part time freelance workers.

## Highlights Productions

### Report of the Trustees, contd. for the year ended 31 March 2017

#### Review of the development, activities and achievements of the Company

2016/17 was the second year of the current National Portfolio 3 year agreement with Arts Council of England [ACE].

The NPO agreement is awarded to Highlights (H) and Arts Out West (AOW) together, with Highlights as the lead partner. The level of the award represents a standstill arrangement (in relation to the 2015-16 amount received). Local Authority funding from Northumberland and County Durham remained at a standstill amount; and the amount from Cumbria was cut in its entirety.

The Management Committee started the year with six members. Over the course of the year, Geoff Hoskin resigned as Chair; and John Holland was elected as his replacement. A joint Away Day was held in October 2016 to prepare for the H/AOW partnership NPO application for 2018-22

Highlights continues to work in partnership with over 70 village halls, community centres and schools across Cumbria, County Durham and Northumberland. A total of 152 performances, plus 72 exhibition days took place, using 40 companies and 19 visual artists. There were 54 workshops and masterclasses and 7 promoter training sessions. Total audience numbers were 8,065 for performances; 19,889 visitors to Contemporary Craft Exhibitions; with an additional 181 for the free storytelling sessions which were linked to the Contemporary Craft Tour. Workshops, masterclasses and training sessions attracted a further 1,306 participants.

#### Snap-shot relating to Targets for the year:

1) Programme around 147 shows and a touring Contemporary Craft Exhibition. *152 performances & 1 Contemporary Craft Exhibition (7 venues) were programmed.*

2) Continue to explore alternative contributed income sources: *Applications submitted to Trusts and Foundations during the year totalled £37,818. The applications resulted in awards totalling £8,000. Highlights was awarded a total of £1,060 for bursaries to allow staff and volunteer promoters to attend 3 different conferences/showcases, plus a £300 "Go & See" for Rosie & Helen to visit a promoters' day in Shropshire. We also were awarded a grant of £225 from NRTF to support the additional work for the Panta Rei residency in Northumberland*

3) Secure funds and partnerships to allow the Contemporary Craft tour to continue: *Through a combination of hard work and careful planning the Contemporary craft tour continues to grow in reputation and quality. The 2016 tour was "sold" to venues outside Highlights' areas of operation. [Queen's Hall, Hexham and The Tetley Centre for Contemporary Arts, Leeds]. Essential additional fundraising is central to any development (see fundraising above).*

4) Monitor the Highlights /Arts Out West 3 Year Business Plan and implement Action Plan: *Updates of the Action Plan were discussed regularly at Management Committee meetings and also at the joint H/AOW Collaborative Review Group.*

5) Expand the Highlights IT/digital systems; & audience data collection system (hard copy and online) *Highlights benefited from the services of a Social Media Intern trainee in Sept 16 and has since employed a Part-time worker to boost social media activity. H's web site had 45,408 pageviews [last year 39,408]; from 16,941 sessions [last year 15,434], with 11,617 users [last year 10,753]. At 1st April 2017, Highlights had 1,082 followers on Twitter (last year 809); with 1,137 likes on our Facebook page (last year 1,076). Highlights now has 2,677 on its e contact system.*

6) Continue to monitor the e-ticketing system: *Online ticketing is offered for all performances. In 2016-17 Highlights sold 911 tickets on line, out of a total of 8,784, representing 10.37% (last year 7.8%)*

7) With the Northern Consortium, continue partnership working and international programming: *Rosie visited Contact East Showcase in Canada with other members of the Northern Consortium in Sept 16. This resulted in planned tours for Canadian companies in 2018.*

## Highlights Productions

### Report of the Trustees, contd. for the year ended 31 March 2017

*H was an active partner in the Northern Consortium's Strategic Touring Project. This was led by Blaize and was delivered by Balbir Singh Dance Company. It created opportunities for rural audiences to engage via culturally diverse performances, music, outreach workshops, flash mobs and house concerts.*

8) Continue to work in partnership with the National Rural Touring Forum: *Highlights is an active partner in the NRTF's Strategic Touring Programme (dance); and benefitted from a hugely successful week-long residency in Northumberland, with Panta Rei (Norway) plus a performance in Shilbottle. H hosted the 3 day Dance Lab in Co Durham in November 16, whereby 16 dancers were immersed in matters relating to rural touring.*

9) Deliver the 12 month capital project in partnership with Arts Out West, Spot On and Cheshire Rural touring. *The small scale capital award (on behalf of 4 northern rural touring schemes, with Highlights the lead partner) bought equipment to the value of £19,312 plus advice for volunteer promoters, with promoter and staff training sessions.*

10) If the funding application is successful, deliver the Catalyst: Evolve project in partnership with Arts Alive (Shropshire). *The joint application was successful. The project dates are Sept 2016 – Aug 2019, so is still in its infancy. Donation boxes were commissioned. H benefited from increased support hours for the company administrator. The anticipated income target for the first 6 months of the project was not met. There will be more to report in 2017-18.*

### Plans for Future Periods

- 1) Programme around 140 shows and a touring Contemporary Craft Exhibition
- 2) Continue to explore alternative contributed income sources
- 3) Secure funds and partnerships to allow further development of the Contemporary Craft tour
- 4) Monitor the Highlights /Arts Out West 3 Year Business Plan and Audience Development Plans
- 5) Expand the Highlights IT and digital systems; also the audience data collection system (hard copy and online)
- 6) Continue to monitor the e-ticketing system
- 7) With the Northern Consortium, and other partners continue partnership working and international and diverse programming
- 8) Continue to work in partnership with the National Rural Touring Forum
- 9) Deliver the Catalyst: Evolve project in partnership with Arts Alive (Shropshire)

## Highlights Productions

### Report of the Trustees, contd. for the year ended 31 March 2017

#### Finances

The organisation made an overall surplus of £19,163. This was made up of a deficit of £5,953 on unrestricted funds, and a surplus on restricted funds and projects of £25,116. When the overall surplus was added to the reserves brought forward of £86,541 it gave closing reserves for the charity of £105,704 of which £12,838 are for restricted funds or projects. These will be allocated to the relevant projects within the next 2 years. This leaves general reserves of £92,866 as at 31 March 2017. Of that, £12,662 relate to fixed assets and so the unrestricted free reserves at the end of the year were £80,204.

#### Reserves Policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which provides sufficient funds to cover management, administration and support costs for six months. Unrestricted reserves were maintained at this level throughout the period.

#### Investment Policy

The Memorandum and Articles of Association of the Charity permit wide powers of investment. The Trustees should invest the money of the charity not immediately required for its purposes, in or upon such investments, securities or properties as may be thought fit.

#### Risk Assessment

The Trustees regularly review the risks to which the charity is exposed and consider the implications of those risks. There is no risk currently facing the charity which the Trustees consider significant.

#### Statement of Directors Responsibilities

The Directors are required under the Companies Act 2006 and the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of its net surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on the going concern basis unless it is inappropriate to presume the company will continue in operation.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Trust and to enable them to ensure that the financial statements comply with applicable law, accounting standards and the Charities SORP. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008) relating to small companies.

#### ON BEHALF OF THE TRUSTEES



Mr J Holland

Director and Trustee

Date: 14/7/17

## Highlights Productions

### Independent Examiners Report for the year ended 31 March 2017

I report on the accounts for the Trust for the year ended 31 March 2017 which are set out on pages 7 - 14.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees 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 examiners report is needed.

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 independent examiners report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with these 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, I do not express an audit opinion on the view given by the accounts.

#### **Independent examiners' 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 s130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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.

Frances Clark ACA  
Keswick Accountants  
Appleside  
4 Leonard Street  
Keswick  
Cumbria CA12 4EJ



## Highlights Productions

### Statement of Financial Activities for the year ended 31 March 2017

	Notes	31 March 2017			31 March 2016
		Restricted	Unrestricted	Total	Total
		£	£	£	£
<b>INCOME</b>					
<b>Donations and grants</b>					
Grants receivable	2	201,495	108,506	310,001	181,605
<b>Income from charitable activities</b>					
Promotions	3	8,043	66,190	74,233	67,189
<b>Other trading activities</b>					
Fundraising	4	1,858	-	1,858	-
<b>Income from investments</b>					
Investment income	5	-	340	340	555
<b>Total Income</b>		<b>211,396</b>	<b>175,036</b>	<b>386,432</b>	<b>249,349</b>
<b>EXPENDITURE</b>					
<b>Costs of raising funds</b>					
Fundraising costs	6	1,500	-	1,500	-
<b>Expenditure on charitable activities</b>					
Charitable activities	7	184,780	180,989	365,769	260,915
<b>Total expenditure</b>		<b>186,280</b>	<b>180,989</b>	<b>367,269</b>	<b>260,915</b>
<b>Net income / (expenditure)</b>		<b>25,116</b>	<b>(5,953)</b>	<b>19,163</b>	<b>(11,566)</b>
Total funds brought forward		10,400	76,141	86,541	98,107
Transfers between funds		(22,678)	22,678	-	-
<b>Total funds carried forward</b>	14	<b>12,838</b>	<b>92,866</b>	<b>105,704</b>	<b>86,541</b>
Fixed Asset Reserves		-	12,662	12,662	1,403
General Reserves		12,838	80,204	93,042	85,138
<b>Total</b>		<b>12,838</b>	<b>92,866</b>	<b>105,704</b>	<b>86,541</b>

There were no gains or losses in the year to 31 March 2017 or 2016, other than those included above.

The notes form part of these financial statements

## Highlights Productions

### Balance Sheet as at 31 March 2017

	Notes	31 March 2017		31 March 2016	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible fixed assets	10		12,662		1,403
			<hr/>		<hr/>
			12,662		1,403
<b>Current Assets</b>					
Debtors	11	3,075		-	
Cash at bank and in hand		98,453		88,082	
		<hr/>		<hr/>	
		101,528		88,082	
<b>Creditors: amounts falling due within one year</b>					
Creditors and accruals	12	8,486		2,944	
		<hr/>		<hr/>	
<b>Net Current Assets</b>			93,042		85,138
			<hr/>		<hr/>
<b>Total Assets less Current Liabilities</b>			105,704		86,541
			<hr/>		<hr/>
<b>NET ASSETS</b>			105,704		86,541
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds</b>					
Restricted funds	13		12,838		10,400
Unrestricted funds			92,866		76,141
			<hr/>		<hr/>
	14		105,704		86,541
			<hr/> <hr/>		<hr/> <hr/>

For the year ending 31 March 2017 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 in accordance with section 476 of the Companies Act 2006.

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

The notes form part of these financial statements

## Highlights Productions

### Balance Sheet as at 31 March 2017

The directors acknowledge their responsibilities for:

- a) ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and
- b) preparing financial statements which give a true and fair view of the state of affairs of the 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 company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'

Approved by the trustees and signed on their behalf



Mr J Holland

Date: 14/7/17



Ms I Faith

14/7/17

The notes form part of these financial statements

## Highlights Productions

### Notes to the Financial Statements for the year ended 31 March 2017

#### 1 Accounting Policies

##### General

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note (s).

##### Cash Flow Statement

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

##### Tangible Fixed Assets and Depreciation

Assets used for charitable purposes, with an expected useful life exceeding one year, are capitalised on the balance sheet. Depreciation is provided at the following annual rates in order to write off each asset over its expected useful life:

Computers	33.34% on reducing balance
Fixture & Fittings	25% on reducing balance

##### Income

Income consists of grants received and income from promotions, accounted for on a receivable basis. Where income is received for a specific purpose, as defined by the donor, this income is classed as restricted. Income received towards the general objects of the charity is classed as unrestricted.

##### Expenditure

Expenditure is accounted for on an accruals basis. Where it relates to a specific project it is allocated to that project as restricted expenditure. Expenditure that relates to the objects of the charity is classified as charitable activities. Any legal or professional costs are classified as governance costs. The costs of generating funds are separately indentified.

##### Funds

General funds are those where no restrictions have been placed upon the specific spending of the funds by the donor. Designated funds are those funds where the directors have chosen to earmark general funds for a specific purpose. Restricted funds are those funds where the donation is received for a specific purpose as set out by the donor.

##### Corporation Tax

As a 'not for profit' company with charitable status the Company is exempt from the payment of corporation tax.

#### 2 Payment to Accountants

The payment to the accountants included in the expenditure is split as follows:

	2017	2016
	£	£
Payment for preparation of accounts	680	680
Payment for Independent Examination	170	170
	<u>850</u>	<u>850</u>

## Highlights Productions

### Notes to the Financial Statements for the year ended 31 March 2017

	31 March 2017			31 March 2016
	Restricted £	Unrestricted £	Total £	
<b>2 Grants receivable</b>				
ACE RFO/NPO Funds	8,583	77,248	85,831	85,830
Active Northumberland	-	4,000	4,000	8,000
ACE SSC Grant	113,034	-	113,034	-
Arts Alive	11,728	-	11,728	-
Arts Out West	33,969	-	33,969	33,969
Blaize Theatre Co	-	-	-	100
Carlisle City Council	5,000	-	5,000	-
Cumbria County Council	400	7,500	7,900	15,000
Cheshire Rural Arts	5,000	-	5,000	-
Creative Futures	1,400	-	1,400	-
Durham Community Foundation	1,000	-	1,000	-
Durham County Council	3,181	6,193	9,374	9,374
Hadfield Trust	1,500	-	1,500	-
Hadrians Trust	-	-	-	1,000
Jazz Yorkshire	-	-	-	50
Kirkgate Arts	5,000	-	5,000	4,585
NRTF	200	1,065	1,265	1,381
Northumberland CC	-	10,000	10,000	10,000
Queens Hall	3,500	-	3,500	3,000
Saltaire Inspired	-	-	-	4,500
South Lakeland DC	1,000	2,500	3,500	3,500
Spot On	5,000	-	5,000	-
Westmorland Arts Trust	2,000	-	2,000	-
Woodhorn Charitable Trust	-	-	-	866
Yorkshire Dance	-	-	-	450
	<u>201,495</u>	<u>108,506</u>	<u>310,001</u>	<u>181,605</u>
<b>3 Promotions</b>				
Workshop income	2,524	1,000	3,524	3,000
Ticket sales	2,450	60,139	62,589	52,190
Ticket printing income	-	565	565	-
Reimbursed expenses	-	1,492	1,492	3,944
Other income	1,080	108	1,188	4,589
Craft commission	-	-	-	-
Donations	990	20	1,010	118
Craft sales	999	-	999	2,448
Promoters membership fees	-	2,866	2,866	900
	<u>8,043</u>	<u>66,190</u>	<u>74,233</u>	<u>67,189</u>
<b>4 Fundraising</b>				
Sponsorship	1,858	-	1,858	-
	<u>1,858</u>	<u>-</u>	<u>1,858</u>	<u>-</u>
<b>5 Investment income</b>				
Bank interest received	-	340	340	555
	<u>-</u>	<u>340</u>	<u>340</u>	<u>555</u>
<b>6 Costs of raising funds</b>				
Fundraising costs	1,500	-	1,500	-
	<u>1,500</u>	<u>-</u>	<u>1,500</u>	<u>-</u>

## Highlights Productions

### Notes to the Financial Statements for the year ended 31 March 2017

	31 March 2017			31 March 2016 £
	Restricted £	Unrestricted £	Total £	
<b>7 Charitable activities</b>				
Promotions Costs	13,973	86,078	100,051	97,375
Staff costs	53,563	67,662	121,225	92,147
Administration	1,943	6,417	8,360	8,532
Marketing and Advertising	4,224	9,237	13,461	11,328
Grants payable	109,833	-	109,833	41,469
Premises and other costs	1,231	6,498	7,729	8,697
Interest and charges	13	20	33	19
Depreciation	-	4,217	4,217	488
Legal and professional	-	860	860	860
	<u>184,780</u>	<u>180,989</u>	<u>365,769</u>	<u>260,915</u>

<b>8 Employee Remuneration</b>	31 March 2017	31 March 2016
	£	£
Staff costs		
Wages	50,322	46,340
Employers NIC	-	965
Freelance work	58,875	33,331
Travel	11,533	10,451
Organisational development	-	240
Staff training	495	820
	<u>121,225</u>	<u>92,147</u>

The average number of staff employed by the trust during the year was as follows;

	31 March 2017	31 March 2016
	No.	No.
<b>Direct staff</b>	2	2
<b>Admin and office staff</b>	1	1
	<u>3</u>	<u>3</u>

### 9 Trustee Remuneration and Expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected with any of them.

Four trustees were reimbursed for travel expenses in the year and the amount reimbursed in total was £685.70

## Highlights Productions

### Notes to the Financial Statements for the year ended 31 March 2017

#### 10 Tangible Fixed Assets

	Capital Equipment £	Fixtures & Fittings £	Total £
<b>COST</b>			
At 1 April 2016	-	9,031	9,031
Additions	15,476	-	15,476
At 31 March 2017	<u>15,476</u>	<u>9,031</u>	<u>24,507</u>
<b>DEPRECIATION</b>			
At 1 April 2016	-	(7,628)	(7,628)
Charge for year	(3,869)	(348)	(4,217)
At 31 March 2017	<u>(3,869)</u>	<u>(7,976)</u>	<u>(11,845)</u>
<b>NET BOOK VALUE</b>			
At 31 March 2017	<u>11,607</u>	<u>1,055</u>	<u>12,662</u>
At 31 March 2016	<u>-</u>	<u>1,403</u>	<u>1,403</u>

11 Debtors	31 March 2017 £	31 March 2016 £
Trade debtors	3,075	-
	<u>3,075</u>	<u>-</u>

#### 12 Creditors: amounts falling due within one year

	31 March 2017 £	31 March 2016 £
Trade creditors	5,577	144
Other creditors	-	-
Other taxation & social security	-	1,300
Accruals	800	1,500
Deferred income	2,109	-
	<u>8,486</u>	<u>2,944</u>

## Highlights Productions

### Notes to the Financial Statements for the year ended 31 March 2017

<b>13 Funds</b>	At 1 April 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2017 £
<b>Projects &amp; Restricted funds</b>					
Craft Tour	1,419	25,327	(27,579)	-	(833)
Northumberland TS	6,491	-	-	(6,491)	-
Arts Out West	-	33,969	(33,969)	-	-
Old Fire Station	2,490	7,450	(5,357)	-	4,583
Catalyst Org Dev	-	11,728	(3,930)	-	7,798
Catalyst Fundraising	-	2,808	(1,518)	-	1,290
Capital Fund	-	130,114	(113,927)	(16,187)	-
	<u>10,400</u>	<u>211,396</u>	<u>(186,280)</u>	<u>(22,678)</u>	<u>12,838</u>

Note: the transfer out of the Capital Fund represents the amount of equipment purchased by the fund and added to the fixed assets in the general reserves of the charity.

<b>14 Net Assets by fund</b>	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	-	12,662	-	12,662
Current assets	12,838	88,690	-	101,528
Creditors: amounts falling due within one year	-	(8,486)	-	(8,486)
<b>Total net assets</b>	<u>12,838</u>	<u>92,866</u>	<u>-</u>	<u>105,704</u>

### 15 Members liability

The liability of the members is limited. Every member of the charity undertakes to contribute to the assets of the charity in the event of the organisation being wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the debts and liabilities of the charity contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, but not exceeding £1.



**Highlights Productions**

**Financial Statements  
for the year ended  
31 March 2017**

The following pages do not form part of the  
Statutory Accounts

**Highlights Productions  
Income and Expenditure Account  
for the year ended  
31 March 2017**

	31 March 2017	31 March 2016
<b>INCOME</b>		
<b>Donations and legacies</b>		
<b>Grants receivable</b>		
ACE RFO/NPO Funds	85,831	85,830
Active Northumberland	4,000	8,000
ACE SSC Grant	113,034	-
Arts Alive	11,728	-
Arts Out West	33,969	33,969
Blaize Theatre Co	-	100
Carlisle City Council	5,000	-
Cumbria County Council	7,900	15,000
Cheshire Rural Arts	5,000	-
Creative Futures	1,400	-
Durham Community Foundation	1,000	-
Durham County Council	9,374	9,374
Hadfield Trust	1,500	-
Hadrians Trust	-	1,000
Haydon Bridge PC	-	-
Jazz Yorkshire	-	50
Kirkgate Arts	5,000	4,585
NRTF	1,265	1,381
Northumberland CC	10,000	10,000
Queens Hall	3,500	3,000
Saltire Inspired	-	4,500
South Lakeland DC	3,500	3,500
Spot On	5,000	-
Westmorland Arts Trust	2,000	-
Woodhorn Charitable Trust	-	866
Yorkshire Dance	-	450
	310,001	181,605
<b>Income from charitable activities</b>		
<b>Promotions</b>		
Workshop income	3,524	3,000
Ticket sales	62,589	52,190
Ticket printing income	565	-
Reimbursed expenses	1,492	3,944
Other income	1,188	4,589
Craft commission	-	-
Donations	1,010	118
Craft sales	999	2,448
Promoters membership fees	2,866	900
	74,233	67,189
<b>Income from fundraising</b>		
Sponsorship	1,858	-
	1,858	-
<b>Investment income</b>		
Bank interest received	340	555
	340	555
<b>Total income</b>	<b>386,432</b>	<b>249,349</b>

**Highlights Productions  
Income and Expenditure Account  
for the year ended  
31 March 2017**

	<b>31 March 2017</b>		<b>31 March 2016</b>	
	£	£	£	£
<b>Incoming resources, brought forward</b>		386,432		249,349
<b>EXPENDITURE</b>				
<b>Costs of raising funds</b>				
Donation boxes	1,500		-	
		1,500		-
<b>Expenditures on charitable activities</b>				
<b>Promotions Costs</b>				
Exhibitions	1,201		328	
Accommodation	3,070		3,296	
Artists fees	84,859		79,434	
Artists travel	71		219	
Technicians fees	3,059		3,552	
Workshop materials	106		1,200	
Workshop artist fees	2,335		5,065	
Workshop costs	3,218		-	
Other costs	55		345	
Promoter training	2,077		3,936	
		100,051		97,375
<b>Staff costs</b>				
Wages	50,322		46,340	
Employers NIC	-		965	
Freelance work	58,875		33,331	
Travel	11,533		10,451	
Organisational development	-		240	
Staff training	495		820	
		121,225		92,147
<b>Administration</b>				
Room hire	526		144	
Printing and stationery	866		1,043	
Refreshments	1,363		1,141	
Postage	456		488	
Telephone	999		1,132	
General expenses	13		13	
Computer & website expenses	782		234	
Photocopying	1,184		1,529	
Subscriptions	1,479		858	
Books & publications	-		-	
Research costs	692		1,950	
		8,360		8,532
<b>Marketing and Advertising</b>				
Advertising	133		407	
Brochures	8,028		7,398	
Posters	406		238	
Programme expense	21		2,115	
Promotional materials	3,860		-	
Marketing	1,013		1,170	
		13,461		11,328
<b>Grants payable</b>				
Arts Out West Grants	54,821		41,469	
Kirkgate Arts	3,578		-	
Spot On Rural Touring	21,093		-	
Cheshire West	3,335		-	
Cheshire Rural Touring Arts	27,006		-	
		109,833		41,469
Resources expended carry forward		354,430		250,851

**Highlights Productions  
Income and Expenditure Account  
for the year ended  
31 March 2017**

	<b>31 March 2017</b>		<b>31 March 2016</b>	
	£	£	£	£
<b>RESOURCES EXPENDED (brought forward)</b>		354,430		250,851
<b>Premises and other costs</b>				
Rates and water	533		389	
Insurance	968		822	
Repairs and renewals	86		2,237	
Laundry and cleaning	529		366	
Equipment rental	956		463	
Light and heat	1,415		1,560	
Rent	3,120		2,860	
Equipment repairs and renewals	122		-	
		<u>7,729</u>	<u>8,697</u>	
<b>Interest and charges</b>				
Bank interest	-		-	
Bank charges	33		19	
		<u>33</u>	<u>19</u>	
<b>Depreciation</b>				
Equipment	4,217		488	
		<u>4,217</u>	<u>488</u>	
<b>Legal and professional</b>				
Accountancy Fee	860		860	
		<u>860</u>	<u>860</u>	
<b>Total Resources Expended</b>		<u>367,269</u>	<u>260,915</u>	
<b>Net Incoming / (Outgoing) Resources</b>		<u>19,163</u>	<u>(11,566)</u>	