

MAKING SPACE FOR CRAFTS LTD

Council of Management Annual Report and Financial Statements

1 April 2020 to 31 March 2021

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Name of Charity

Making Space for Crafts Ltd (a company limited by guarantee)
formerly The MOMC – Leigh Parks Crafts Initiative Trust Limited

Registered Office and Principal Address

2 Bishopstoke Road
Leigh Park
Havant
Hampshire
PO9 5BN

Company Registered Number

4482576 (England and Wales)

Charity Registered Number

1108387

Council of Management

Lesley Butterworth (Chair)
Richard Walker
Victoria Edwards
Loucia Manopoulou
Kate Spresser
Samantha Dewar-English
Tara Goddard

Company Secretary

Kenneth Parry

Bankers

NatWest Bank
Old Bank Branch
105 High Street
Winchester
Hampshire SO23 9AW

Independent Examiner

Tim Light FMAAT
Lightatouch Internal Audit Services
7 Hodder Close
Chandlers Ford
Hampshire SO53 4QD

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Council of Management (who are also directors of the Charity for the purposes of the Companies Act 2006) present their sixteenth annual report, for the 12 months ended 31 March 2021.

The company is a charitable company limited by guarantee, incorporated on 10 July 2002 and registered as a charity on 2 March 2005. On 12 October 2020 the company name was changed from The MOMC – Leigh Parks Crafts Initiative Trust Limited to Making Space for Crafts Ltd.

Purpose

Making Space is a community-based craft organisation that creates opportunities for people to discover and develop design and making skills, increasing personal wellbeing through involvement in high-quality craft. The charity promotes excellence in contemporary craft, design and visual arts. As the lead craft organisation in Hampshire, Making Space initiates opportunities for new networks and partnership working to raise the profile of craft. This includes working with local arts organisations and contributing to regional and national developments around craft and community engagement.

From its purpose-built studios in Leigh Park, Making Space organises courses, masterclasses and projects through which children, young people and adults can learn from skilled and experienced makers. The building belongs to and is maintained by Hampshire County Council who provide the premises rent-free. It houses seven individual studio spaces that are leased to professional makers producing high quality work, as well as two fully equipped workshops that are available for hire, either as creative spaces or for business meetings.

Council of Management (Trustees)

The Articles stipulate a minimum of 6 Council Members, who are both trustees and directors of the company, and no more than 12. Up to two Council Members may be appointed by a consultative Panel of Users of the charity's facilities. In practice there is always one of the studio tenants on the Council and regular tenants' meetings are held. Two members can be appointed by Hampshire County Council and Havant Borough Council as corporate Council Members. One third of Council Members retire by rotation annually, with a maximum duration of service being 10 years.

The Council of Management regularly holds open recruitment for trustee members and seeks to include a wide range of skills including skilled crafts people. Trustee induction is in place and further training on specific matters is provided. There are at least four Council of Management meetings a year. Council members also participate in small working groups on specific issues such as fundraising and staffing matters.

The following are current or served as trustees on the Council of Management in the year:

Lesley Butterworth (Chair)

Richard Walker

Victoria Edwards

Loucia Manopoulou

Catherine Hallett (Resigned May 2020)

Phillip Sanderson (Resigned Aug 2020)

Victoria Savage (Brown) (Retired Nov 2020)

Kate Spresser (Appointed May 2020)

Alison Rowsell (Appointed Jun 2020, Resigned Sep 2021)

Samantha Dewar-English (Appointed Nov 2020)

Tara Goddard (Appointed Apr 2021)

Staff

The small staff team consists of Director, Administrator, Outreach Coordinator, Facilities Technician and a casual Duty Manager. In January 2019 the long-serving Director, Lynne Dick, left to seek new challenges and the Council of Management were unsuccessful in recruiting a replacement. Experienced arts manager, Liz

Weston, was contracted as freelance Interim Director to see the charity through the transition period. In August 2020, a new permanent, part-time Director, Faye Hughes, started work. Each member of staff was furloughed or partially furloughed at some point in the year, making use of the Government Job Retention Scheme funding.

Risk Management

The Council of Management is developing a revised risk management strategy which will comprise a review of the principal risks and uncertainties relevant to the charity, the establishment of policies, systems and procedures to mitigate the risks identified and the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

Financial sustainability is the major financial risk for the charity. A key element of the management of financial risk is close attention to cash flows and projected outflows while seeking to secure grants and voluntary income.

The Council of Management identified the following actions for 2020-21 to reduce risk to the charity

- The appointment of a new permanent part-time Director
- Continue to identify and secure further unrestricted funding for 2021-22 and beyond
- Ensure that Making Space is able to continue its work, fulfilling the organisation's aims and objectives, delivering high quality craft-based creative experiences to the local and national community, developing skills and supporting the progression of makers and crafts people as defined in the Case for Support and the Strategy document produced by consultants Cause4
- To continue to monitor and adjust the work of Making Space accordingly within the context of the covid-19 pandemic.
- To change the registered name of the limited company and charity from The MOMC Leigh Park Crafts Initiative Trust Limited to a name better reflecting our long-term objectives.
- To move the organisation's bank account to another bank and start using on-line banking

Financial Review

Total incoming resources for the year to 31 March 2021 amounted to £146,141, which was £18,299 more than in 2019-20 (14%). This rise was solely from an increase in grant income as all other income fell due to the impact of the Covid-19 pandemic. Unrestricted income to the General Fund amounted to £124,392 (2019-20 £98,242), while income from grants and donations to Restricted Funds totalled £21,749 (2019-20 £29,600).

Compared to the previous year (2019-20):

- Donations, Gifts and Legacies at £539 were £403 (296%) up. This was largely due to participants donating their fees from cancelled classes;
- Investment income at £3 was £13 (81%) down;
- Charitable activities (participation fees & studio rental) revenue at £15,166 was £17,591 (54%) down, reflecting the cancellation of activities and a 3-month rent holiday for tenants that was funded by Arts Council England;
- Unrestricted grants income increased by £48,170 (148%) to £80,635. Of this increase, £39,662 was emergency Covid funding from Havant Borough Council (£20,193), Arts Council England (£11,482) and HMRC's Job Retention Scheme (£7,987)

Total resources expended in the year were £95,655, which is £48,500 (34%) less than in 2019-20, reflecting the reduction in activity due to the pandemic. This includes £28,000 donated services and facilities. Unrestricted expenditure from the General Fund amounted to £68,765 (2019-20 £61,760), an increase of £7,005 (11%). This increase was due to staffing costs following the appointment of a new Director. There

were no Designated Funds. Expenditure from Restricted Funds totalled £26,890 including an agreed contribution to Core Support Costs of £10,774. Compared to the previous year (2019-20) direct activity costs at £18,113 were £23,339 (56%) down, reflecting the impact of the Covid-19 pandemic.

The remaining value of tangible assets was depreciated by £437 in line with the previous reducing balance policy. A new CCTV system was added and depreciated by £400 in line with the new straight-line policy. Several assets with a residual book value of under £10 were posted as disposals with a net loss £70. Charity's tangible assets consequently had a book value of £4,073 at 31 March 2021.

The overall effect of the year's trading has been to increase the Charity's overall Financial Assets from £36,049 to £58,535, a net increase of £22,486. Unrestricted General Funds have increased by £27,627 to £52,151. No Designated Funds are held. Restricted Funds have decreased by £5,141 to £6,384.

Reserves Policy

It is the policy of the company that unrestricted funds which have not been designated for a specific use and are not held in tangible assets should be maintained at a level equivalent to between three- and six-month's expenditure. The Council of Management considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. The level of free reserves at year end was £48,078, which equates to six months of current year core expenditure.

Principal Funding Sources

The Council of Management are most grateful to all the organisations and individuals who have supported Making Space through the year. A list of most donors can be found on page 8 of this report.

Although the level of grant funding was distorted by Covid emergency funds, the charity also benefitted from new grants from Garfield Weston Foundation and Trusthouse Charitable Foundation, which more than took the place of previous local authority funding. In 2021-22, the charity has been awarded funding from the Cultural Recovery Fund which will strengthen its ability to support craft makers and earn income.

PUBLIC BENEFIT, OBJECTIVES AND ACTIVITIES

The Council of Management are mindful of their obligation to comply with Charity Commission guidance on public benefit and have taken this into account while exercising their duties and activities with regard to the charity.

Making Space for Crafts Ltd's charitable objects are:

- (i) To promote, maintain, improve and advance the education of the public and in particular the disadvantaged public by the encouragement of the arts generally and in particular the visual arts of fine art, sculpture, crafts, 3D arts, drawing, digital arts, film making, video making and photography.
- (ii) The provision of facilities for recreation or other leisure time occupations, particularly facilities for the production and exhibition of the visual arts and crafts with the object of giving the widest possible access to the arts by all members of the public.

As detailed in our last annual report, In 2019/20 we ran 248 workshops sessions with adults, young people, children and families - a total of 4,055 individual attendances. Our aspirations for engagement for the 2020-21 financial year were ambitious, seeking to build upon this success.

Prior to the pandemic, in addition to our maker progression focus, we provided activities throughout the year for people on the lower socio-economic spectrum and vulnerable people who have health, wellbeing or other complex social/educational needs.

The pandemic and activity restrictions throughout the 2020-21 financial year forced Making Space, like other arts organisations, to close its doors, cancel workshops and classes, furlough staff and look for alternative ways to deliver creative activities. During 2020/21 we were able to engage with only 422 people in face-to-face workshops compared with the previous years.

Having been awarded funding for 2020/21 by the Arts Council (to develop our programme of community engagement), Hampshire & IOW Community Foundation (to work with women and girls) and Hampshire County Council to work with young people with learning difficulties, we had to radically change our plans. We made decisions based on the premise that we needed to work out ways to continue delivering our activities and serving our communities and benefitted from the fact that as a small organisation, we are remarkably agile, and able to meet the needs of our beneficiaries through flexible programme, working with our network of highly skilled makers to ensure we continued to deliver at the highest quality.

Having clarified the charity's ambitions to make a transformational difference to both the local community and the wider craft sector, we approached the challenges of the pandemic with these key programme areas, and their beneficiaries, in mind:

- **Community Engagement:** making a difference to the local community by using craft as a tool for inclusion and social change.
- **Skills Development:** inspiring and engaging children, young people and local adults in craft through meaningful education activities.
- **Maker Progression:** supporting the professional development of artists and makers through training and mentoring, facilitating resilient craft careers and supporting the craft industry on a wider scale.

We approached and made agreements with our funders, to utilise the resources they had provided to support the intended beneficiaries through an altered programme of activity.

We created new on-line demonstrations and ideas for craft activities linked to our major projects - this resulted in hits on our website increasing from 500+ to 5,000+ a month.
(<https://makingspace.org/creative-activities-to-try-at-home/>)

We Identified the demand for craft activities to do at home. We shared 52 free craft activity demonstrations online – a mix of our own content, activities inspired by our projects and links to creative activities by others.

We launched "Let's Create" Craft Kits. We worked with local charities, schools and groups to distribute nearly 1,000 specially created craft-kits free to the local community. Recipients Included 350 children in receipt of free school meals while 600+ went to veterans, residents of care homes, job-seekers and women and children in the local refuge.

Responding to requests, we created bespoke kits for groups. The project has seen us make connections with 25 local organisations with a diverse range of services. Of these 18 are new partnerships, including those working with veterans, victims of domestic abuse, unemployed adults and young people with disabilities. The organisations and groups we have worked with are: 6 Leigh Park Primary Schools (Barncroft, Front Lawn, Warren Park, Riders, Trosnant, Sharps Copse); Leigh Park Food Bank ; The Rowans Living Well Centre (veterans) ;Active Communities Network (teenage girls) ;The You Trust ; Glenwood School (for children unable to attend mainstream education); Enable Ability (young people with disabilities);Women's Aid; Brendon Care Home ; Home Instead Havant ; The Roberts Centre (vulnerable families); Motiv8 (at-risk teenagers); MHA Communities (older people); Portsmouth Abuse and Rape Crisis Service; Rotary Club; Positive Pathways, Bedhampton Community Centre ,Two Saints (homeless), The Right to Work and Planet Aware (environmental issues)

We were able to deliver our Community Engagement project, and Hampshire & IOW Community Foundation funded "Woman's Space" with the kits.

As many of the recipients worked on the kits with family members, carers and volunteers we know that

they were enjoyed by far more people than the number of kits distributed, in fact we engaged with more people through kits than we would have managed with live workshops. In addition, we provided kits for our own Young Designers and The Reach Out Project for young people with special educational needs. We were able to run successful 13 weekly on-line sessions for our Young Designers as well as 5 on-line workshops as part of the "Textile Transformations" project. Our "Reach-Out" programme workshops, working with young people with learning difficulties was able to run a scaled-down project in which participants made wooden boxes in which to store their art materials.

Skills Development with formal training and paid classes was severely impacted. We were able to run some classes under covid-safe conditions during the periods when we have come out of lockdowns with reduced numbers in each class. We provided 6 classes of 6 people a week for 5 weeks (a total of 30 classes and 180 attendances)

We supported our tenants and associate artists by giving advice on grant-applications, government support and developed an on-line shop on our website. Our Administration and Operations Manager gave advice and help with applications for funding. The single most effective way we were able to support our seven tenants was through successfully applying for a grant to Arts Council England which allowed us to waive their rents, giving the makers breathing space and relieving them of a major financial worry.

We made a successful application to round two of the Arts Council's Culture Recovery Fund, which enabled us to explore possibilities for future programming, run a pilot course, rebrand and relaunch our online space and create a flexible gallery space for the people of Leigh Park. This work took place in the 2021-22 financial year and will be reported next year.

This report was approved by the Council of Management on 11 November 2021 and signed on their behalf by:

A handwritten signature in black ink that reads "Lesley Butterworth". The signature is written in a cursive, flowing style.

Lesley Butterworth (Chair)

18 November 2021

ACKNOWLEDGEMENTS AND THANKS

The charity is dependent on the generosity and support of numerous individuals and organisations, without which the day to day running of Making Space for Crafts would not be possible. The Council of Management wish to acknowledge and thank the following for their support over the year:

Active Communities Network
Arts Council England
Artswork
Hampshire & IOW Community Foundation
Hampshire County Council
Havant & East Hants MIND
Havant Borough Council
Garfield Weston Foundation
Trusthouse Charitable Foundation
IBM
Hayling Lions Club
Individual donors
Planet Aware
Portsdown Arts Society
Tesco Bags for Life
The Richmond Fellowship
Primary Schools (Barncroft, Front Lawn, Warren Park, Riders, Trostant, Sharps Copse)
Leigh Park Food Bank
The Rowans Living Well Centre
The You Trust
Glenwood School
Enable Ability
Women's Aid
Brendon Care Home
Home Instead Havant
The Roberts Centre
Motiv8
MHA Communities
Portsmouth Abuse and Rape Crisis Service
Positive Pathways
Bedhampton Community Centre
Two Saints
The Right to Work
Lawworks

Our tenants in 2020-21:

Agata Wojcieszekiewicz
Francis Campbell
Cabrin Roy
Emma Burfoot
Richard Walker
Kathryn Green
Julian Butler

Examination Statement

Independent Examiner's Report to the trustees of the Making Space for Crafts Ltd Registered Office and Principal Address 2 Bishopstoke Road Leigh Park Havant Hampshire PO9 5BN

I report on the accounts of the Company for the period from 1 April 2020 to 31 March 2021 which are set out in pages 6 to 13.

Respective responsibilities of the Council of Management of Making Space for Crafts Ltd and Independent Examiner

The Council of Management (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Council consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified Practising Accountant of the Association of Accounting Technicians.

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;
- 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 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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 386 of the Companies Act 2006 or
 - to prepare accounts which accord with these accounting records, comply with the accounting requirements of the Companies Act 2006;
 - which are consistent 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.

Tim Light FMAAT
 Licence Number 8057
 Lightatouch
 7 Hodder Close, Chandlers Ford, Hants SO53 4QD



9 September 2021

Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Incoming Resources					
From Generated Funds:					
<i>Voluntary Income</i>					
Donations, gifts & legacies	2	339	200	539	136
Donated use of premises	2	28,000	-	28,000	28,000
Grants	3	80,635	21,549	102,184	62,065
<i>Activities for Generating Funds</i>					
<i>Investment Income</i>					
Interest Receivable	4	3	-	3	16
From Charitable Activities:					
Participation fees, studio rental & outreach	5	15,166	-	15,166	32,757
Other Income	6	249	-	249	4,868
Total Incoming Resources		124,392	21,749	146,141	127,842
Resources Expended					
<i>Costs of Generating Funds</i>	7	300	-	300	-
<i>Charitable Activities</i>					
Expenditure – Classes & Projects	8	1,997	16,116	18,113	41,452
Donated use of premises		28,000	-	28,000	28,000
Core Support Costs		62,257	10,774	73,031	69,682
Prior year adjustment		-	-	-	-
<i>Governance Costs</i>	9	4,211	-	4,211	5,021
Total Resources Expended		96,765	26,890	123,655	144,155
Net Incoming or (Outgoing) Resources and Net Movement in Funds for the year		27,627	(5,141)	22,486	(16,313)
Transfers between funds		-	-	-	-
Fund balances brought forward from prior year		24,524	11,525	36,049	52,362
Fund balances carried forward to year ahead		52,151	6,384	58,535	36,049

Balance Sheet as at 31 March 2021
Company Limited by Guarantee No: 8268201

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets (net book value)	11	4,073	2,980
		4,073	2,980
Current assets			
Debtors	12	3,742	3,215
Cash at bank and in hand		58,147	54,188
		61,889	57,403
Current Liabilities			
Amounts falling due within one year	13	(7,427)	(24,334)
Net current assets		58,535	33,069
Liabilities			
Amounts falling due after more than one year		-	-
Total assets less liabilities		58,535	36,049
Net current assets		58,535	36,049
Funds:			
Unrestricted funds			
General funds		52,151	24,524
Designated funds		-	-
	14	52,151	24,524
Restricted funds	14	6,384	11,525
Total funds	16	58,535	36,049

Lesley G Butterworth

Lesley Butterworth (Chair)
18 November 2021

Notes forming part of the financial statements for the year ended 31 March 2021

1. Accounting policies

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2015, the Financial Reporting Standard for Smaller Entities, and applicable accounting standards. The comparative amounts shown are for the year ended 31 March 2020.

(b) Company status

The charity is a company limited by guarantee. The members of the company are the Council of Management named on page 2. 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.

(c) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Council of Management in furtherance of the general objectives of the charity, and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Council of Management for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. No funds are currently designated.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(d) Income

All income is included in the SOFA 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. The value of donated facilities and services has been estimated from the relevant fees that would be charged for their use.

(e) Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Core support and governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

(f) Tangible fixed assets and depreciation

Tangible fixed assets costing more than £1,000 are capitalised and included at cost (previously £500), including any incidental expenses of acquisition. Depreciation is provided on all tangible fixed assets at rates calculated on a reducing balance charged at 15% per year with small residual balances written off when appropriate. New fixed assets from 2020-21 are depreciated on a straight line basis at 20% per year.

(g) Operating leases

A notional charge to rental applicable to the operating lease is charged to the SOFA and the value shown as a donated facility in income

MAKING SPACE FOR CRAFTS LTD 2020-21 DRAFT

	2021 Unrestricted £	2021 Restricted £	2021 TOTAL £	2020 TOTAL £
2. Donations, gifts and legacies				
Individual	339	200	539	136
Donated use of premises	28,000	-	28,000	28,000
	28,339	200	28,539	28,136
3. Grants:				
Hampshire County Council	-	4,799	4,798	30,830
Havant Borough Council	26,166	-	26,166	7,465
HMRC JRS Grant	7,987	-	7,987	-
Arts Council England	11,482	14,900	26,382	9,738
Garfield Weston Foundation	15,000	-	15,000	-
Trusthouse Charitable Foundation	20,000	-	20,000	-
BBC Children in Need	-	-	-	3,338
Portsdown Arts Society	-	-	-	200
Hants IOW Community Foundation	-	-	-	8,994
Hayling Lions Club	-	200	200	-
You Trust	-	120	120	-
IBM	-	600	600	-
Tesco Bags for Life	-	500	500	-
Artwork	-	200	200	-
Active Communities Network	-	230	230	-
Planet Aware	-	-	-	1,500
	80,635	21,549	102,184	62,065
4. Investment Income				
Interest received	3	-	3	16
5. Charitable activities				
Class participation income	1,729	-	1,729	11,302
Studio rental	12,415	-	12,415	18,119
Project outreach income	1,022	-	1,022	3,336
	15,166	-	15,166	32,757
6. Other Income				
Room & equipment hire	146	-	146	2,075
Consultancy	-	-	-	2,525
Sales of work	-	-	-	76
Sundry Income	103	-	103	192
	249	-	249	4,868
TOTAL INCOMING RESOURCES	124,392	21,749	146,141	127,842

MAKING SPACE FOR CRAFTS LTD 2020-21 DRAFT

	2021 Unrestricted £	2021 Restricted £	2021 TOTAL £	2020 TOTAL £
7. Fundraising Costs				
Consultant Fees	300	-	300	-
TOTAL FUNDRAISING COSTS	300	-	300	-
8. Charitable Activities				
<i>Direct Activity Costs</i>				
Participatory classes	1,759	-	1,759	6,379
Project costs	214	16,016	16,230	33,426
Project materials from stock	-	-	-	-
Marketing & open studios	24	100	124	1,647
TOTAL DIRECT ACTIVITY COSTS	1,997	16,116	18,113	41,452
<i>Core Support Costs</i>				
Salaries	50,574		50,574	36,555
Employers National Insurance	-	-	-	-
Employers pension costs	1,477	-	1,477	1,043
Statutory Maternity Pay Reclaimed	(2,663)		(2,663)	-
Freelance Interim Director	5,556	-	5,556	15,352
Other staff & volunteer costs	490	-	490	1,052
Premises costs incl. utilities	9,398	-	9,398	9,509
Equipment servicing & purchased	383	-	383	1,013
Office & IT costs	2,884	-	2,884	3,126
Insurance & legal costs	4,025	-	4,025	1,501
Contribution to core costs from projects (management & rooms)	(10,774)	10,774	-	-
Depreciation of tangible assets	837	-	837	531
Disposal of fixed assets	70	-	70	-
Donated use of premises	28,000	-	28,000	28,000
TOTAL CORE SUPPORT COSTS	90,257	10,774	101,031	97,682
9. Governance				
Preparation of accounts & Independent Examination	700	-	700	845
Bookkeeping	2,950	-	2,950	3,280
Bank & card charges	498	-	498	840
General board expenses	63	-	63	57
TOTAL GOVERNANCE	4,211	-	4,211	5,021
TOTAL RESOURCES EXPENDED	96,765	26,890	123,655	144,155

10. Staff Costs

No employees received employee benefits (excluding employer pension costs) of more than £60,000.

National Insurance costs are stated after deduction of £4,000 Employers Allowance.

The number of full-time equivalent employees was 2 (2020: 2.1). The average monthly number of employees during the year was 4.8 (2020: 4.4). The charity has also benefitted from the contribution of unpaid general volunteers. The value of this is not recognised in the accounts.

11. Council of Management remuneration

One member of the Council of Management who is a craft professional received a total of £30 in fees for freelance professional services (2020 four received £2,617)

Out of pocket expenses reimbursed to Council of Management: Nil (2020: Nil)

12. Tangible fixed assets

	Fixtures, fittings & equipment £	Computer & IT Equipment £	Total £
Cost			
At 1 April 2020	19,393	-	19,393
Additions	-	2,000	2,000
Disposals	(518)	-	(518)
	<hr/>	<hr/>	<hr/>
At 31 March 2021	18,875	2,000	20,875
Depreciation			
At 1 April 2020	16,413	-	16,413
Charge for period	437	400	837
Disposals	(448)	-	(448)
	<hr/>	<hr/>	<hr/>
At 31 March 2020	16,402	400	16,802
Net book value			
At 31 March 2021	2,473	1,600	4,073
At 31 March 2020	2,980	-	2,980

Capital expenditure contracted for, but not provided in the financial statements, was £ nil.

13. Debtors

	2021 £	2020 £
Trade debtors	484	2,693
Other debtors	168	102
Prepayments & other accrued income	3,090	420
	<hr/>	<hr/>
Total	3,742	3,215

14. Current liabilities: amounts falling due within one year

	2021 £	2020 £
Trade creditors	629	1,586
Accruals	715	1,550
Deferred Income grants & fees	220	19,310
Class income credit from cancellations	3,493	1,134
Other creditors	2,370	754
	<hr/>	<hr/>
Total	7,427	24,334

15. Statement of funds

Unrestricted funds:

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
General funds	24,524	96,392	(79,639)	10,874	52,151

Restricted funds:	At 1 April 2020	Income	Expenditure	Core Support Costs	Transfer	At 31 March 2021
	£	£	£	£	£	£
A Woman's Space	7,529	230	(3,639)	(250)	(1,000)	2,870
Reach Out 2	1,458	3,299	(3,991)	(766)	-	-
Youth Forum	1,458	-	(384)	(40)	-	1,034
Textile Transformations	1,080	-	(100)	-	-	980
Make / Connect	-	9,265	(509)	(8,756)	-	-
Craft Kits	-	7,455	(7,393)	(1,062)	1,000	-
Reach Out 2.5	-	1,500	-	-	-	1,500
Total restricted funds	11,525	21,749	(16,016)	(10,874)	-	6,384

TOTAL FUNDS **36,049** **118,141** **(95,655)** **-** **58,535**

The General reserve represents the free funds of the charity which are not designated for particular purposes.

The Restricted Funds support specific projects (Note 16) and associated core costs. Charges for core support costs can be made to projects for management, use of rooms and use of materials from those held in stock.

16. Description of Projects

A Woman's Space - A year-long project for women by women focussing on learning new skills, female empowerment and body positivity funded by HIWCF. Extended due to Covid-19, with agreed funds transferred to Craft Kits.

Reach Out 2 - An 18 month Short Breaks funded programme providing high quality creative workshops for children and young people with additional needs.

Youth Forum - A project funded by The Portsdown Arts Society consisting of creative masterclasses, forum sessions, inspirational visits and Arts Award for 15-19yr olds.

Textile Transformations - A joint project with Planet Aware focussing on minimising textile waste, creative sessions and events which teach techniques and share ideas.

Make / Connect – A project funded by Arts Council England which was intended to develop and extend Making Space’s impact on the local community of Leigh Park, increasing public awareness of its work and enhancing public profile. With the impact of the Covid-19 pandemic, the practical delivery of the project rapidly changed to Craft Kits.

Craft Kits – started initially with funding from Tesco Bags for Life, the project grew to become a very practical response to the isolation of the local community during lockdown and beyond. Funds from Make/Connect and A Woman’s Space were diverted, and additional donations and funding received. The kits provided all the materials and instructions to carry out a range of craft activities at home.

Reach Out 2.5 – An extension to Reach Out 2 to include activities during Easter holidays.

17. Analysis of group net assets between funds

Fund balances at 31 March 2020 are represented by:	General funds	Designated funds	Restricted funds	Total funds	2020
	£	£	£	£	£
Tangible fixed assets	4,073	-	-	4,073	2,980
Current assets	55,038	-	6,852	61,889	57,403
Current liabilities	(6,960)	-	(467)	(7,427)	(24,334)
Total net assets	52,151	-	6,384	58,535	36,049