

**BERWICK EDUCATIONAL ASSOCIATION  
RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 JULY 2022**

# BERWICK EDUCATIONAL ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Trustees**

P Campion  
A Elliott  
C McHugh  
J Parkin  
M Veitch

**Charity number**

1173505

**Principal address**

10 Grange Road  
Berwick-upon-Tweed  
TD15 1NN

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# BERWICK EDUCATIONAL ASSOCIATION

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# **BERWICK EDUCATIONAL ASSOCIATION**

## **TRUSTEES REPORT**

***FOR THE YEAR ENDED 31 JULY 2022***

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The trustees present their report and accounts for the year ended 31 July 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution and the Charities Act 2011.

### **Structure, governance and management**

The charity was established by a charitable trust deed on 21 June 2017.

The trustees who served during the year were:

P Campion  
A Elliott  
C McHugh  
J Parkin  
M Veitch

New trustees are recruited from those who have participated actively and effectively as BEA volunteers.

The trustees meet regularly to review BEA's policies and performance. Day-to-day operations are handled by:

- Program Director: Pam Campion
- Program Managers: Pam Campion (Art, Science), Susan Block (History, Literature), Cian McHugh (Film, Music)
- Treasurer: Cian McHugh
- PRO: Angela Elliott
- Volunteer Management and Compliance: Angela Elliott
- Safeguarding: Jacqui Parkin

### **Risk review**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Objectives and activities**

The charity's objects are to benefit the public by promoting the education of people in the local community of Berwick-upon-Tweed and surrounding areas, in such ways as the charity thinks fit, including, but not limited to, organising educational courses, day schools and excursions.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### **Public benefit**

In considering the operation, achievements and performance and finances of the Trust, the trustees are satisfied that public benefit has been provided in accordance with the Charities Act 2011 and the guidance provided by the Charity Commission.

# **BERWICK EDUCATIONAL ASSOCIATION**

## **TRUSTEES REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 JULY 2022***

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### **Achievements and performance**

This is our fourth year reporting as a Charitable Incorporated Organisation, and it has seen the start of a return to classroom based activities following the relaxation of Covid regulations, as well as a continuation of some lectures online.

In a varied programme of events over the year the highlight once again has been the success of the second Berwick Music Series in the autumn of 2021. We enjoyed some first-class musical performances and our school and community events were well attended and much appreciated. Our thanks are due to Artistic Director Prof Mike Worboys, as well as to our sponsors, who are listed below.

We cooperated with Maltings, Berwick, to support two local exhibitions with related art workshops, tours and lectures, all of which were very popular. In addition to our 71 events held on zoom or in the classroom, we enjoyed two wildlife field trips to Lindisfarne and St Abb's Head during the year. Over 500 bookings were made covering a range of activities from individual lectures to ten-part courses. Our zoom classes encouraged attendance from further afield in the UK and occasionally abroad.

Our Safeguarding Policy was updated during the year by our Safeguarding Officer and approved by the Trustees. The updated policy was circulated to all our current lecturers, who were also offered the opportunity to attend a local council-approved online Safeguarding course. The term of office for Cian McHugh and Jacqui Parkin as Trustees ended during the year, and both were re-appointed to a further term.

We owe our thanks to the hard work of our Course Programmers for planning and hosting courses covering a wide range of topics including astronomy, geology, art history, local history, natural history, literature, and music. Once again our thanks are due to our excellent lecturers, both old and new, who showed great flexibility in sometimes difficult circumstances. We appreciate that the popularity of our annual programme is due to the high quality of their contributions. Our ability to sustain such a large and varied programme is due to our tireless volunteers, and we are very grateful to them for their time and effort in keeping the show on the road.

### **Financial review**

Total income for the year amounted to £15,121 (2021: £11,018) against running costs of £13,833 (2021: £5,873) resulting in an operating surplus of £1,288 (2021: £5,145). Our accounts are prepared on a cash basis, and the surplus arose from a net increase in restricted funds. Unrestricted funds fell by £1,062.

Total funds at the year end were £19,550 (2021: £18,262) of which £14,050 (2021: £15,112) was unrestricted and £5,500 (2021: £3,150) restricted.

Our policy is to maintain unrestricted funds at a level that will enable us to pay any outstanding bills, maintain continuity in our programming and pricing, and allow us the possibility of increasing both the number of events and the range of our subjects while keeping our entrance costs very affordable. It is not yet clear whether in-person attendances will return to pre-COVID levels, but despite the fall in our unrestricted funds, we are retaining our current pricing policies for now, and will review them in the light of developments during this year.

We do not hold any funds as custodian trustees.

# BERWICK EDUCATIONAL ASSOCIATION

## TRUSTEES REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2022**

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### **Statement of Trustees responsibilities**

The trustees are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

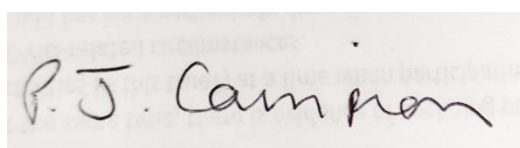
The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

On behalf of the board of trustees

A handwritten signature in black ink that reads "P. J. Champion". The signature is written in a cursive style and is positioned above a horizontal line.

Pam Champion  
Chair of Trustees  
Dated: 16 September 2022

# BERWICK EDUCATIONAL ASSOCIATION

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 JULY 2022

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	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b><u>Incoming Resources</u></b>					
<b>Incoming resources from generated funds</b>					
Donations and legacies	2	-	8,900	8,900	3,366
<b>Incoming resources from charitable activities</b>					
		6,221	-	6,221	7,653
<hr/>					
<b>Total incoming resources</b>		<b>6,221</b>	<b>8,900</b>	<b>15,121</b>	<b>11,018</b>
<hr/>					
<b><u>Resources expended</u></b>					
<b>Charitable activities</b>					
Charitable activities		5,426	6,550	11,976	4,095
<hr/>					
<b>Administration and Governance costs</b>		<b>1,857</b>	<b>-</b>	<b>1,857</b>	<b>1,778</b>
<hr/>					
<b>Total resources expended</b>	3	<b>7,283</b>	<b>6,550</b>	<b>13,833</b>	<b>5,873</b>
<hr/>					
<b>Net income for the year/ Net movement in funds</b>		<b>-1,062</b>	<b>2,350</b>	<b>1,288</b>	<b>5,145</b>
<hr/>					
<b>Fund balances at 1 August 2021</b>		<b>15,112</b>	<b>3,150</b>	<b>18,262</b>	<b>13,116</b>
<hr/>					
<b>Fund balances at 31 July 2022</b>		<b>14,050</b>	<b>5,500</b>	<b>19,550</b>	<b>18,262</b>
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# BERWICK EDUCATIONAL ASSOCIATION

## STATEMENT OF BALANCES

AS AT 31 JULY 2022

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	Notes	2022 £	£	2021 £	£
<b>Current assets</b>					
Cash at bank and in hand		<u>19,550</u>		<u>18,262</u>	
<b>Total assets less current liabilities</b>			<u><u>19,550</u></u>		<u><u>18,262</u></u>
<b>Income funds</b>					
Restricted funds	6		<b>5,500</b>		3,150
Unrestricted funds			<u><b>14,050</b></u>		<u>15,112</u>
			<u><u><b>19,550</b></u></u>		<u><u>18,262</u></u>

The accounts were approved by the Trustees on 16 September, 2022.



Cian McHugh

Treasurer



# BERWICK EDUCATIONAL ASSOCIATION

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2022

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared on a receipts and payments basis.

### 2 Donations and legacies

	2022	2021
	£	£
Donations and grants	<b>8,900</b>	3,366
	<hr/>	<hr/>
<b>Donations and grants</b>		
Restricted funds:		
Grant income - restricted	8,900	3,150
Donations - restricted		216
	<hr/>	<hr/>
	<b>8,900</b>	3,366
	<hr/>	<hr/>

### 3 Total resources expended

	2022	2021
	£	£
<b>Charitable activities</b>		
Activities undertaken directly	<b>11,976</b>	4,095
<b>Governance costs</b>	<b>1,857</b>	1,778
	<hr/>	<hr/>
	<b>13,833</b>	5,873
	<hr/>	<hr/>

### 4 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits during the year (2021 £nil)

### 5 Employees

There were no employees during the year.

# BERWICK EDUCATIONAL ASSOCIATION

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2022

### 6 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			At 31 July 2022
	Balance at 1 August 2021			
	£	£	£	£
The Joicey Trust	400	1,000	400	1,000
Sir James Knott Trust	1,000		1,000	-
EC Graham 1985 Belford Trust	750		750	-
Hadrian Trust	1,000	1,000	1,000	1,000
Gillian Dickinson Trust		3,500	-	3,500
Community Foundation		3,000	3,000	
Berwick Town Council		400	400	-
	<u>3,150</u>	<u>8,900</u>	<u>6,550</u>	<u>5,500</u>

### 7 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fund balances at 31 July 2022 are represented by:			
Current assets	14,050	5,500	19,550
	<u>14,050</u>	<u>5,500</u>	<u>19,550</u>

# BERWICK EDUCATIONAL ASSOCIATION

## DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2022

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	£	2022 £	£	2021 £
<b><u>Incoming resources from generated funds</u></b>				
<b>Donations and legacies</b>				
Grant income - restricted	8,900		3,150	
Donations - restricted	-		216	
	-----	8,900	-----	3,366
<b>Incoming resources from charitable activities</b>				
Course fees	6,221		7,653	
	-----	6,221	-----	7,653
<b>Total incoming resources</b>		----- 15,121	----- 11,018	
<b><u>Resources expended</u></b>				
<b>Charitable activities</b>				
Publicity - restricted	197		-	
Lecturers and Performers - restricted	5955		216	
Materials - restricted	398		-	
Lecturers fees	3844		3,546	
Lecturers travel expenses	209		-	
Licenses	209		8	
Room and equipment hire	560		154	
Other expenses	604		171	
	-----	(11,976)	-----	(4,095)
<b>Administrative and governance costs</b>				
Insurance	187		187	
Office costs	1,670		631	
Accounting fee	-		960	
	-----	(1,857)	-----	(1,778)
<b>Surplus for the Year</b>		----- 1,288	----- 5,145	
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