



CREDO

(Registered Charity No 1084241)

FINANCIAL STATEMENTS FOR THE YEAR
01 APRIL 2010 – 31 MARCH 2011

OFFICE OF THE CHARITY:
67 COTMANDENE CRESCENT
ST. PAUL'S CRAY
ORPINGTON
KENT
BR5 2RA

Credo is supported by:



Credo - Creative Ceramic Designs

Financial Statements for the year: 1 April 2010 - 31 March 2011

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Credo

Registered Charity: 1084241

Address: The Credo Creative Arts Centre
67 Cotmandene Crescent
St. Paul's Cray
Orpington
Kent
BR5 2RA

Telephone : 01689 878225/07753 244743

E-mail: admin@credoceramics.org

Web: www.credoceramics.org

Trustees:

Geraldine Craig	(Chair)
Natalie da Silva Correia	
Emma Harmer	
Sue Lucas	(Treasurer)
Jeanette Mitchell	(Secretary)
Tracy Simpson	

Governing Document :

Constitution

The relief of persons who are recovering from mental illness by the provision of work experience, to enable clients to develop basic work skills and move towards appropriate training and employment.

Bankers: Barclays Bank PLC
Leicester, LE87 2BB

Independent Examiner: Linda Wanniaratchy
43 Blenheim Road
Bickley
Kent BR1 2EX



Credo Trustees Statement of Responsibilities

Charity law requires the Trustees to prepare financial states for each financial year which give a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements Trustees are required to:

1. Make suitable accounting policies and then apply them consistently.
2. Make judgements and estimates that are reasonable and prudent.
3. Prepare the financial statements on the going concern basis unless it is inappropriate to assume the Charity will continue in business.

The Trustees are responsible for the keeping of proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to comply with regulations made under Section 44 of the Charities Act 1993. 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.

Signed for and on behalf of Credo Trustees

A handwritten signature in black ink that reads "J. Mitchell". The signature is written in a cursive style.

J. Mitchell
(Secretary)



A Letter from The Chair of Trustees, Geraldine Craig

September 2011

Dear Colleagues, Members, Friends, Funders, Supporters and Volunteers,

This year has been something of a roller coaster for Credo and, despite the many changes that have taken place, Credo is moving into a very exciting and positive phase.

Along with many other charities, Credo has been affected by the economic down-turn which shows no signs of abating in the near future. As we reported last year, Credo began working with The Big Lottery Fund's "Reaching Communities" team, having received funding in December 2009. This has allowed us to develop The Credo Creative Arts Centre, introduce new art forms to Credo members and advance the opportunities available to them in terms of personal development and volunteering.

Since Bromley MIND made known to us their plans to re-develop the Anchor House workshop space, Credo has been seeking alternative accommodation. To embark upon such an adventurous move at a time of economic recession could have been very difficult; but the Board of Trustees had every confidence that this was safe in the hands of Jehan Haddad and Jan Lovett working in conjunction with Trustees and Credo members.

By the end of this financial period – on 30th March 2011 actually – the Trustees signed a lease on 67 Cotmandene Crescent in the St. Paul's Cray district of Orpington; and so a new page turns in a chapter of the life of Credo. When properly installed at 67 Cotmandene Crescent, Credo will be able to offer a 5-day a week operation, expanding into other arts and crafts and be able to help even more people who live with mental ill health. This is all part of our remit with "Reaching Communities" and is in line with our own plans and the wishes of the healthcare professionals and members who contributed to the Credo Audit in 2009. We are very grateful to our friends at Bromley MIND for providing Credo with workshop space over the past 11 years and we wish them well in their future endeavours.

Through our programme of personal development and the volunteering opportunities at Credo, both our members and our volunteers have been able to advance and progress. A number of Credo members have participated in college courses; have applied for jobs and have taken up volunteer positions within Credo and elsewhere. To see the journey made by Credo members is a truly inspiring experience and it makes all of us very proud to be a part of Credo.

On behalf of my fellow Trustees, I would like to thank our staff members, Anne Bannon, Jehan Haddad and Jan Lovett for their hard work and dedication.

Finally, we wish to thank our supporters (Bromley MIND and Oxleas NHS Foundation Trust) and funders, The Big Lottery Fund's "Reaching Communities" programme (Deborah Simpson). We also wish to thank all of you who support us in other ways – whether through Gift Aid or through fundraising, charity collections, or through coming along to help. Please know that everyone at Credo is very grateful to you for all that you do.

Geraldine Craig, Chair

Trustee Report 2010-2011



Policy and Structure

- Our 3-tier 'Certification of Achievement' Award continues to inspire the work of Credo's members. We are delighted to report that we have this year the following number of Credo members currently working towards levels of achievement:

9 approaching Level 1
2 approaching Level 2
5 approaching Level 3

This is a wonderful achievement. Many congratulations to everyone.

Staffing

- Credo continues to operate with support from Oxleas NHS Foundation Trust who provide the services of Anne Bannon, a Band 5 OT Technician, for 2.5 days per week.
- Jan Lovett is Credo's Project Co-ordinator who joined in February 2007. Her post was funded for 3 years by The City Bridge Trust and this funding came to an end in February 2010. We are very grateful indeed to The City Bridge Trust for the funding and support given to Credo.
- Both Jan and our Project Officer, Jehan Haddad, are now funded by The Big Lottery Fund's "Reaching Communities" programme. We are very grateful to the "Reaching Communities" team for their invaluable support.



The Credo Creative Arts Centre

- With funding from The Big Lottery Fund's "Reaching Communities" programme, Credo will develop from its ceramics base to include other arts and work on outreach projects with a range of community groups around the borough. We are establishing a volunteering programme and developing further those individuals who choose to give their time to Credo, as well as reviewing our monitoring of Credo members' progress throughout the year. At the end of March 2011, Credo Trustees signed a lease on a property in Cotmandene Crescent, which is to become the new base for The Credo Creative Arts Centre.

Service User Membership

- Our Orpington studio has been operating at full capacity throughout the year. Individuals continue to be referred to Credo and we are interviewing all the time.
- Since its establishment in September 2006, our Penge Project at Yeoman House has been very successful. A number of Credo Penge members have moved on and we continue to recruit new members. We have established a Christmas Sale at Yeoman House, where members organise the sale and invite Oxleas' staff from Yeoman House to come to chat, eat and drink, buy ceramics and commission special ceramic pieces. At present, the members are working on two commissions for Oxleas' staff.
- We maintain our regular monthly meetings with Credo members, who are fully involved in the planning, organisation and participation in Credo sales and special events.





Volunteering

- We are very fortunate to have a great team of volunteers working with Credo during the course of this year. Each one brings their own special talents to Credo and it is a partnership of mutual benefit. Credo maintains close links with the Bromley Volunteer Centre at Community Links Bromley and we also participate in the regular Community Links' Volunteer Co-ordinators' Forum, where we establish links with other local organisations and share best practice in Volunteering.
- As part of the Credo Creative Arts Centre and our "Reaching Communities" funding, we developed our two-day "Volunteering in the Community" course which is a Credo collaboration with The Volunteer Centre Bromley. We held two courses: in November 2010 and in March 2011. A large number of volunteers have now been trained and have gone on either to volunteer within Credo, or have become volunteers for other local charities. This has been a real success.
- One of Credo's volunteers, Lesley Borowiecka, won the Volunteer of the Year Award and was presented with her certificate by The Mayor of Bromley, Councillor George Taylor. This was a very proud moment, both for Lesley and for Credo.



Credo Volunteer, Lesley Borowiecka, is congratulated by The Mayor of Bromley, Councillor George Taylor (June 2010)



Sales/Exhibitions/ Events

- In November 2010 Credo held its annual Winter Exhibition at the Bromley Central Library. Our Private View was very well attended and the Deputy Mayor of Bromley, Councillor Ruth Bennett, was our guest of honour. A very large number of ceramic pieces were sold both on the night and over the two-week period. This has enhanced Credo's reputation in the local community, as well as adding to our sustainability. It means we can reinvest these unrestricted funds back into the charity.



On show: Credo members' handcrafted ceramics and artwork displayed at the Bromley Central Library for two weeks during November 2010.

- Sales of our handcrafted ceramics continue to grow. We have run themed sales in the past year – at Christmas, St. Valentine's Day and Easter – and other sales around the Borough throughout this year.

By participating in sales and exhibitions, Credo members develop their interpersonal and marketing skills and we look forward to all these opportunities.

- Sainsbury's Store at Locksbottom, Orpington, offered Credo a charity collection day in May 2010. Jan Lovett was on duty all day outside the store and joined by a rota of Credo members, collecting outside the store on the day. Our grateful thanks go to Sainsbury's shoppers, staff and especially to John Stephens, Sainsbury's HR Manager, for their support of Credo.



- As mentioned in last year's report, we have now established links with the Tesco Superstore in Orpington over the past year. Tesco's Community Champion, Belinda Matthews, has kindly hosted regular, seasonal sales of Credo's work. These provide great opportunities to interact with the public and raise awareness of mental health issues, as well as selling Credo's ceramics.
- Bromley Council continued to have a display cabinet full of Credo ceramic pieces during this year. Many members of staff and members of the public purchased our ceramics and we are grateful to Councillor Stephen Carr (Leader of Bromley Council) and his colleagues for their support.
- Our relationship with The Croft Tea Room in St. Mary Cray, Orpington, has thrived during the past year. Owner Carole Wells has a number of Credo pieces on display for sale, as well as our cruet sets and bud vases which adorn each table. The Croft Tea Room is a Community Interest Company (CIC) which has become a well-established part of the St. Mary Cray community.
- We established a new link with The Churchill Theatre, Bromley. The theatre management were happy for Credo staff, volunteers and members to collect for Credo for a week during November 2010 at the end of each matinee and evening performance of "Don't Stop Believin'". The week was very successful and we hope this relationship with The Churchill Theatre will continue. Grateful thanks to Jenny Batt, Leo van Krinks and John Short.

Trustees

- Credo's Board of Trustees has grown this year and we were pleased to introduce our new Chair, Geraldine Craig, and Tracy Simpson, Deputy Chief Executive of Community Options. The Credo Board is very proactive; passionate about supporting Credo, mental health and the arts throughout Bromley and beyond.



Networking & Alliances

- Credo has continued its collaboration with Bromley MIND, who refer service users to us and also provided us with workshop space at Anchor House, Orpington in exchange for a half-day ceramic session per week for MIND members. Bromley MIND has plans to re-develop the workshop area and it was time for Credo to move on. We are very grateful to our friends at Bromley MIND and we look forward to maintaining links with them in the future.
- Credo continues to maintain a strong relationship with Community Links Bromley who provides training and advice to the Voluntary Sector.
- Throughout Bromley, Credo maintains strong links with the Community Mental Health Teams and other healthcare professionals – including at Yeoman House, Penge, Carlton Parade, Orpington and at Oxleas' Headquarters at Pinewood House, Dartford and at Banbury House, Chislehurst.
- We also wish to acknowledge Credo's long-standing partnerships with Oxleas NHS Foundation Trust and with Community Options.
- Jan Lovett handed over the Chair of ArtsNET to Dr. Neil Springham, as her work in establishing the network had been successfully completed. Jan continues to represent mental health service users and health care professionals on the Bromley Arts Panel. The Council's policy on the arts in Bromley is being developed by a group of Councillors in conjunction with other arts organisations and the Panel is growing. Earlier this year, Jan brought together members of the Bromley Arts Panel with mental health professionals and artists. This was a very positive step and we hope that this link will strengthen over time.
- Credo continues to develop its plans for The Credo Creative Arts Centre which is the focus of our funding from The Big Lottery Fund's "Reaching Communities" programme. As part of the programme, Credo began to move into other creative art forms, whilst still maintaining our much-loved ceramics' base.
- One of these areas was an "Introduction to Art" course with local artist, Greg D'Souza. Greg has been an art tutor for many years and his style of teaching (and sense of humour!) fits perfectly with Credo. A number of Credo members went to Greg's studio in Hayes, Kent, where they learned about different art media and tried it out for themselves. Here are some examples of their work, which not only amazed the rest of us, but stunned the artists themselves! They have all continued with their art, now that they have discovered this hidden talent.



Trying out new techniques with watercolour for the first time....



Credo members try sketching loved ones: a dear pet and a beloved daughter....



Adventurously drawing the human form – and getting it right first time!



Our art tutor, Greg D'Souza, stops for a laugh in front of the camera!

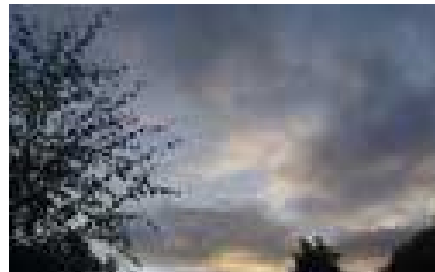
- The second area Credo launched into was a Digital Photography course for Credo members and was a joint collaboration with The Cotmandene Learning and Community Shop, Bromley MyTime and specialist photographer, Claudia Firth. Course participants were taken out into the nearby countryside with cameras and taught how to not only take photographs, but how to download their work and print it with the help of the Google Picasa programme. As can be seen, there are some stunning examples here of people's work and yet another artistic skill has been introduced to Credo members. We thank Anita Thundercliffe and colleagues at The Cotmandene Learning and Community Shop, Kiaran Hall and Toni Reeves at Bromley MyTime and, of course, Claudia.



What a picture! Getting the composition right



The wonders of the Scadbury Park Nature Reserve in Orpington



Nature at its best....



..... downloading and printing..... result!

Marketing

A great deal has been achieved over the past year, in terms of Credo and its marketing.

- Through our “Reaching Communities” funding, Credo was able to commission a new website from Qube London Limited. The website went live in September 2010. It is full of information, is beautiful and bright, and truly reflects the spirit and the work of Credo.



- In addition, we have a new logo and exhibition banner – also designed and produced by Qube London Limited. New leaflets are being produced and will be ready soon.



INDEPENDENT EXAMINER'S REPORT

REGISTERED CHARITY NO 1084241

This report is made on the accounts of the Trustees for the year ended 31 March 2011, which are set out on pages 16 to 21, is in respect of an examination carried out under s43 of the Charities Act 1993, as amended by s28 of the Charities Act 2006.

Respective responsibilities of trustees and examiner

As the Trustees you are responsible for the preparation of the accounts and you consider that the audit requirements of s43(2) of the Charities Act 1993 (the Act), as amended by s28 of the Charities Act 2006, do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 7 of the Charities (Accounts and reports) Regulations 1995.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s43(7)(b) of the Charities Act 1993. That examination includes a review of the accounting records kept by the Trustees and a comparison of the accounts with those records. It also includes considering 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 examiner's statement

In connection with my examination, no matter has come to my attention:

- a which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with s41 of the Act; and to prepare accounts which accord with the accounting records and to comply with the requirements of the Act have not been met; or
- b to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in blue ink that reads 'L Wanniaratchy'.

Linda Wanniaratchy
43 Blenheim Road
Bickley
Kent BR1 2EX

21 September 2011

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 2011

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	2011 Total Funds £	2010 Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds:					
<i>Voluntary Income:</i>					
Grants and donations	2	4,318	-	4,318	1,708
<i>Activities for generating funds</i>					
Fundraising events	3	2,135	-	2,135	2,313
Incoming resources from charitable activities:					
Grants	4	-	60,668	60,668	51,779
TOTAL INCOMING RESOURCES		6,453	60,668	67,121	55,800
RESOURCES EXPENDED					
Cost of generating funds					
Fundraising Costs		-	-	-	-
Cost of activities in furtherance of the Charity's objectives					
Charitable Activities	5	3,478	57,005	60,483	51,677
Governance Costs	5	-	800	800	750
TOTAL RESOURCES EXPENDED		3,478	57,805	61,283	52,427
Net Incoming Resources		2,975	2,863	5,838	3,373
(Losses)/Gains on investments					-
Net Movement in Funds		2,975	2,863	5,838	3,373
Profit / (Loss) on Investments		36	-	36	-168
Transfer of funds		650	-650	-	-
Reconciliation of funds:					
Total funds brought forward		15,149	7,618	22,767	19,562
Total funds carried forward		18,810	9,831	28,640	22,767

The statement of financial activities includes all gains and losses in the year.
All incoming resources and resources expended derive from continuing services.

CREDO**BALANCE SHEET
As at 31 March 2011**

	<u>Notes</u>	2011 £	2010 £
Current Assets			
Cash at bank and in hand		15,376	23,569
Debtors and Prepayments	8	13,922	51
Investments	9	268	232
Creditors			
Amount falling due within one year	10	925	1,085
		<hr/>	<hr/>
TOTAL ASSETS		<u>28,640</u>	<u>22,767</u>
FUNDS			
Restricted	11	9,831	7,618
Unrestricted		18,810	15,149
		<hr/>	<hr/>
		<u>28,640</u>	<u>22,767</u>

NOTES TO THE ACCOUNTS - For the year ended 31 March 2011

1 Accounting Policies

- a) **Accounting Convention**
The accounts have been prepared under the historical cost convention in accordance with applicable accounting standards.
- b) **Income and Expenditure**
All income is accounted for on a receivable basis. Donations in kind are recognised at the value to the Charity. Expenditure is included on an accruals basis. Direct charitable expenditure comprises all expenditure relating to the objects of the Charity, including costs incurred supporting charitable activities. Governance costs include book-keeping fees and those costs linked to the management of the Charity.
- c) **Pension Scheme Arrangements**
The company makes no contributions to private pension plans of eligible staff.

2	Voluntary Income	2011 £	2010 £
	<u>Unrestricted</u>		
	Gift Aid Donations	1,078	685
	Other donations - Bromley Advocacy Project	2,000	-
	Other donations - under £500	53	380
	Other	1,186	643
		4,318	1,708
3	Activities for Generating Funds		
	Fundraising Income	2,135	2,313
4	Incoming Resources from Charitable Activities		
	<u>Restricted</u>		
	Big Lottery Fund	-	2,512
	Bridge House Trust	-	17,550
	Oxleas - Carers4	-	5,500
	Reaching Communities	60,668	13,921
	Early Intervention	-	3,500
	New Opportunities	-	8,796
		60,668	51,779

NOTES TO THE ACCOUNTS - For the year ended 31 March 2011 (cont'd)

5 Resources Expended

	Charitable Activities		Governance		Total	Total
	Unrestricted	Reaching	Reaching	Communities	2011	2010
	£	Communities	Communities	£	£	£
		£				
Costs directly allocated to activities:						
Salaries	-	35,744	-	-	35,744	30,490
Salary costs	185	-	-	-	185	1,230
Seasonal Workers	-	-	-	-	-	2,465
Training	-	1,294	-	-	1,294	1,611
Travel/Expenses	-	2,108	-	-	2,108	1,995
Materials/Kiln	-	342	-	-	342	3,441
Room Hire	-	-	-	-	-	161
Support costs allocated to activities:						
Premises expenses	-	5,000	-	-	5,000	544
Telephone	554	-	-	-	554	581
Postage	-	-	-	-	-	235
Stationery/Printing	-	-	-	-	-	1,083
General office expenses	-	1,187	-	-	1,187	-
Insurance	-	848	-	-	848	772
Meeting Room/Conferences	-	-	-	-	-	430
Book-keeping/Professional services	-	1,225	-	800	2,025	2,750
Volunteer Expenses	-	4,058	-	-	4,058	775
Lone Parent Project	-	-	-	-	-	1,954
Miscellaneous	2,739	2,315	2,883	-	7,937	1,909
	3,478	54,122	2,883	800	61,283	52,426

6 Trustees Expenses

The Trustees drew no fees (2010-nil). No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the charity during the year (2010-nil).

7 Staff Costs	2011 £	2010 £
Salaries	32,984	27,929
Employer's NI	2,760	2,242
Pension	-	394
Cash Incentive	-	-75
	<u>35,744</u>	<u>30,490</u>
Salary costs	<u>185</u>	<u>230</u>

These figures do not include seasonal staff
No employee earned over £60,000 pa or more.
The average number of employees was 2. (2010 - 2)

8 Debtors

Reaching Communities - December 2010 grant payment	<u>13,922</u>	<u>51</u>
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NOTES TO THE ACCOUNTS - For the year ended 31 March 2011 (cont'd)

	2011 £	2010 £
9 Investments		
HBOS Plc shares - 400 @ 67p each	<u>268</u>	<u>232</u>
10 Creditors		
Accruals : Book-keeping Fees	800	750
AB Expenses	-	35
PAYE/NI	15	190
Oxleas - Patio Dining Costs	110	110
	<u>925</u>	<u>1,085</u>
11 Funds		

Unrestricted funds are those funds which the trustees are free to use in accordance with charitable objectives.

Restricted funds are those which have been raised for specific projects falling within the charitable objectives.

	Balance at 01-Apr-10 £	Incoming £	Outgoing £	Profit on Investments £	Transfers £	Balance at 31-Mar-11 £
Early Intervention	2,883	-	2,883	-	-	-
New Opportunities	650	-	-	-	650	-
Reaching Communities	4,085	60,668	54,922	-	-	9,831
Unrestricted	15,149	6,453	3,478	36	650	18,810
	<u>22,767</u>	<u>67,121</u>	<u>61,283</u>	<u>36</u>	<u>-</u>	<u>28,640</u>