

**REGISTRAR  
OF  
COMPANIES**

**THE METROPOLE ARTS CENTRE  
TRUST LIMITED  
(Limited by Guarantee)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2000**

**Registered Number : 696919**

**Registered Charity Number : 307759**



**SPAIN BROTHERS**  
CHARTERED ACCOUNTANTS



A45  
COMPANIES HOUSE  
11/12  
COMPANIES HOUSE

\*AAGCIXSW\*

0234  
09/01/01

16/12/00

# **THE METROPOLE ARTS CENTRE TRUST LIMITED**

## **(Limited By Guarantee)**

### **ANNUAL REPORT AND FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31ST MARCH 2000**

#### **INDEX**

##### **Page No:**

- |         |  |
|---------|--|
| 1.      | Company Information                            |
| 2.      | Report of the Board of Trustees                |
| 3.      | Report of the Auditors                         |
| 4.      | Statement of Financial Activities              |
| 5.      | Balance Sheet                                  |
| 6. - 8. | Notes forming part of the Financial Statements |

# **THE METROPOLE ARTS CENTRE TRUST LIMITED**

## **(Limited By Guarantee)**

### **COMPANY INFORMATION**

#### **FOR THE YEAR ENDED 31ST MARCH 2000**

Incorporated in England and Wales on 29th June 1961.

#### **BOARD OF TRUSTEES**

R. De Haan  
P. Bettley  
P. Carr  
C. Foster  
N. Inwood  
P. Inwood  
M. Klugman  
R. Lewis  
C. Simmons

#### **SECRETARY**

Mrs. A.L. Fearey

#### **REGISTERED OFFICE**

The Metropole,  
The Leas,  
Folkestone,  
Kent.  
CT20 2LS

#### **BANKERS**

Midland Bank Plc.,  
41 Sandgate Road,  
Folkestone,  
Kent.  
CT20 1SA

#### **AUDITORS**

Spain Brothers & Co.,  
Chartered Accountants,  
29 Manor Road,  
Folkestone,  
Kent.  
CT20 2SE

#### **COMPANY NUMBER**

696919

#### **REGISTERED CHARITY NUMBER**

307759

# **THE METROPOLE ARTS CENTRE TRUST LIMITED**

## **(Limited by Guarantee)**

### **REPORT OF THE BOARD OF TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2000**

1. The principal activity of the Company continues to be the promotion of the Metropole Arts Centre.

The Trustees would like to express their appreciation for the financial aid and support given by Shepway District Council, SAGA Group Ltd, the Friends of the Metropole, the many sponsors both business and private and to South East Arts for Project Funding.

The Trustees are most grateful to the staff and voluntary workers of the Centre for their hard work, loyalty and support throughout the year.

2. The financial statements of the Company show a deficit in the year of £9,381.

The accumulated surplus at 31st March 2000 was £885.

The financial position of the Company is as set out in the financial statements for the year and the Company continues to depend upon the financial support of Shepway District Council, SAGA Group Limited and various sponsors.

3. **TRUSTEES' RESPONSIBILITIES**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that year. In preparing these financial statements, the trustees are required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

4. The names of the present Trustees are shown at page 1.

# **THE METROPOLE ARTS CENTRE TRUST LIMITED**

## **(Limited by Guarantee)**

### **REPORT OF THE BOARD OF TRUSTEES** **FOR THE YEAR ENDED 31ST MARCH 2000 (continued)**

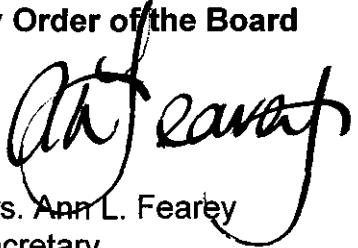
#### **5. AUDITORS**

A resolution will be proposed at the Annual General Meeting to re-appoint Spain Brothers & Co. as Honorary Auditors.

In preparing this report, the Board of Trustees have taken advantage of the special exemptions available to small companies.

This report was approved by the Board of Trustees on 30th August 2000.

By Order of the Board



Mrs. Ann L. Fearey  
Secretary

The Metropole,  
The Leas,  
Folkestone,  
Kent.  
CT20 2LS

30th August 2000

# **REPORT OF THE AUDITORS TO THE MEMBERS OF**

## **THE METROPOLE ARTS CENTRE TRUST LIMITED** **(Limited by Guarantee)**

We have audited the financial statements set out on pages 4 to 8 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

As described on page 2, the Company's Trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

### **BASIS OF OPINION**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **OPINION**

In our opinion the financial statements give a true and fair view of the state of the Company's affairs at 31st March 2000 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985 applicable to small companies.

  
**SPAIN BROTHERS & CO.**  
**Chartered Accountants**  
**Registered Auditors**

29 Manor Road,  
Folkestone,  
Kent.  
CT20 2SE

30th August 2000

# THE METROPOLE ARTS CENTRE TRUST LIMITED

## (Limited by Guarantee)

### **STATEMENT OF FINANCIAL ACTIVITIES** **FOR THE YEAR ENDED 31ST MARCH 2000**

	<b><u>Note</u></b>	<b><u>2000</u></b>	<b><u>1999</u></b>
<b><u>INCOME AND EXPENDITURE</u></b>			
<b>Incoming Resources:-</b>			
Activities	2.	25,756	24,789
Donations and Sponsorship		44,168	45,503
Subscriptions		5,095	5,841
Local Authority Grants		31,951	37,400
South East Arts Literary Residency		3,600	700
South East Music Scheme		360	
Investment Income		1,759	2,275
<b><u>Total Incoming Resources</u></b>		<b>£112,689</b>	<b>£116,508</b>
<b>Resources Expended:-</b>			
Activities	2.	55,033	41,130
Administration	3.	67,037	64,312
<b><u>Total Resources Expended</u></b>		<b>£122,070</b>	<b>£105,442</b>
Net (Outgoing)/Incoming Resources for the Year		(9,381)	11,066
<b><u>Appropriations</u></b>			
Dilapidations Reserve		-	10,000
		(9,381)	1,066
Surplus/(Deficit) Brought Forward at 1st April 1999		10,266	9,200
<b><u>Balance Carried Forward at 31st March 2000</u></b>		<b>£885</b>	<b>£10,266</b>

The notes on pages 6 to 8 form part of these financial statements.

# THE METROPOLE ARTS CENTRE TRUST LIMITED

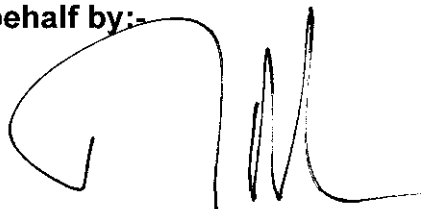
## (Limited by Guarantee)

### **BALANCE SHEET** **AS AT 31ST MARCH 2000**

	<b><u>Note</u></b>	<b><u>2000</u></b>	<b><u>1999</u></b>
<b><u>FIXED ASSETS</u></b>			
Tangible Fixed Assets	4.	1,166	1,299
<b><u>CURRENT ASSETS</u></b>			
Stocks		3,042	2,950
Debtors	5.	1,045	5,465
Cash at Bank and in Hand		48,175	43,713
		52,262	52,128
<b><u>CREDITORS</u></b> Amounts falling due within one year	6.	(42,543)	(33,161)
<b><u>NET CURRENT ASSETS</u></b>		9,719	18,967
<b><u>TOTAL ASSETS</u></b>		<u>£10,885</u>	<u>£20,266</u>
<b><u>FUNDS</u></b>			
General Fund		885	10,266
Dilapidations Reserve		10,000	10,000
		<u>£10,885</u>	<u>£20,266</u>

The Board of Trustees have taken advantage in preparing these financial statements of the special exemptions applicable to small companies on the grounds that the Company is a small company.

Approved by the Board of Trustees on 30th August 2000 and signed on their behalf by:-



..... - Trustee

The notes on pages 6 to 8 form part of these financial statements.



# THE METROPOLE ARTS CENTRE TRUST LIMITED

## (Limited by Guarantee)

### **NOTES FORMING PART OF THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31ST MARCH 2000**

#### **1. ACCOUNTING POLICIES**

The Company's financial statements are prepared in accordance with applicable accounting standards together with Statement of Recommended Practice "Accounting by Charities". The principal accounting policies adopted are as follows:-

#### **Cash Flow Statement**

The Company qualifies as a small company under the Companies Act 1985. The Trustees have elected to take advantage of the exemption under FRS1 not to prepare a Cash Flow Statement.

#### **Basis of Preparation**

The financial statements have been prepared on a going concern basis which assumes that the Company will continue to trade with the support of its sponsors. The validity of the going concern basis is dependent upon the Company being able to generate sufficient income to cover its outgoings. If the Company were unable to continue to trade, adjustments would have to be made to reduce the value of assets to their recoverable amount, to provide for any further liabilities that might arise and to reclassify fixed assets as current assets.

#### **Depreciation**

Depreciation is provided on all tangible fixed assets at annual rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life as follows:-

Coffee Shop Capital Expenditure	10% on cost
Furniture, Fittings and Equipment	10% on cost

#### **Stock**

Stock is stated at the lower of cost and net realisable value.

#### **Friends Subscriptions and Sponsors' Donations**

Friends subscriptions and sponsors' donations for general purposes have been treated as being received annually in advance. Covenanted income and related reclaimable tax has been treated on the same basis.

#### **2. ACTIVITIES**

##### **Income Resources:-**

Kent Literature Festival  
Hire of Gallery  
Gallery Ticket Sales  
Commission and Art Sales  
Shop and Card Sales

##### **Resources Expended:-**

Exhibition Fees  
Artists and Lecturers Fees  
Advertising and Mail Shots  
Printing and Photocopying  
Carriage  
Kent Literature Festival Authors Fees  
Other Costs  
Literary Residency (South East Arts Mix Match Scheme)

<b>2000</b>	<b>1999</b>
7,114	7,276
1,151	889
8,258	8,831
5,338	3,744
3,895	4,049
<b>£25,756</b>	<b>£24,789</b>
5,253	8,510
9,515	11,102
5,108	3,854
19,379	10,072
1,916	1,576
8,382	4,864
1,880	1,152
3,600	-
<b>£55,033</b>	<b>£41,130</b>

# THE METROPOLE ARTS CENTRE TRUST LIMITED

## (Limited by Guarantee)

### **NOTES FORMING PART OF THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31ST MARCH 2000 (continued)**

#### **3. ADMINISTRATION**

Salaries and Employment Costs  
Rent of Arts Centre  
Arts Centre Costs  
Office Costs  
Depreciation

<b>2000</b>	<b>1999</b>
33,908	32,697
10,051	10,450
14,324	12,890
8,059	7,632
695	643
<b>£67,037</b>	<b>£64,312</b>

#### **4. TANGIBLE FIXED ASSETS**

##### **Cost**

At 1st April 1999

Additions

At 31st March 2000

##### **Depreciation**

At 1st April 1999

Charge for the Year

At 31st March 2000

##### **Net Book Value**

At 31st March 2000

At 31st March 1999

<b>Coffee Shop Capital Expenditure</b>	<b>Furniture, Fixtures and Equipment</b>	<b>TOTAL</b>
6,132	767	6,899
-	562	562
<b>£6,132</b>	<b>£1,329</b>	<b>£7,461</b>
5,517	83	5,600
615	80	695
<b>£6,132</b>	<b>£163</b>	<b>£6,295</b>
£ -	£1,166	£1,166
<b>£615</b>	<b>£684</b>	<b>£1,299</b>

#### **5. DEBTORS**

Other Debtors

Tax Recoverable on Covenant

<b>2000</b>	<b>1999</b>
595	5,000
450	465
<b>£1,045</b>	<b>£5,465</b>

# THE METROPOLE ARTS CENTRE TRUST LIMITED

## (Limited by Guarantee)

### **NOTES FORMING PART OF THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31ST MARCH 2000 (continued)**

**6. CREDITORS** - Amounts falling due within one year

Creditors in Respect of Activities and Trading  
Taxation and Social Security  
Other Creditors

**Accruals and Deferred Income**

Grants  
Commercial Sponsorship  
Lottery Feasibility Study  
Friends Subscriptions in Advance  
Ticket Sales in Advance

<b><u>2000</u></b>	<b><u>1999</u></b>
8,425	8,293
1,888	1,958
17,003	1,957
750	750
7,800	9,500
2,537	4,761
2,408	2,313
1,732	3,629
<b>£42,543</b>	<b>£33,161</b>

7. In the event of the winding up of the Company, each member of the Company undertakes to contribute such sum as may be required not exceeding £10 each.