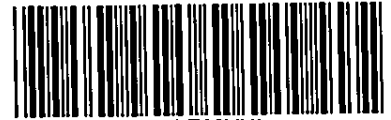


2157661

acta Community Theatre Ltd

SATURDAY



RZLE00YN

RM

28/06/2008

109

COMPANIES HOUSE

Report of the trustees for the year ended 31st March 2008

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31st March 2008. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

The charity is a charitable company limited by guarantee and was set up in 1985. It is governed by a memorandum and articles of association. Its objects are to -

- Instigate and supervise drama projects for youth & community groups
- Provide all sections of society with the opportunity to participate in theatre
- Supervise drama sessions with people who are encouraged to create & perform their own production
- Identify (in conjunction with others if necessary) areas and communities in which theatre activities are lacking and to remedy deficiencies identified as a result
- Design projects which emphasise the educational aspects of workshops and the personal and social development of individuals within a group
- Supervise projects which are designed to assist community development

Review of activities

A new direction for **acta** this year, with an increased emphasis on our **touring community theatre**. This area of work is concentrated on creating theatre, which is relevant and attractive to new audiences in communities that do not traditionally connect with theatre. The programme includes our work with Malcolm X Elders, but primarily focuses on our Advance project, where experienced community performers create new shows on relevant issues and tour them to local communities. This new direction for the company reflects a period of great change within the theatre ecology in Bristol.

The year also saw the beginning of our new approach to **Youth Arts** provision. This is aimed at providing sustainable youth theatre and youth arts projects for young people in local areas of Bristol, providing opportunities for joint working and developing accreditation through Youth Arts Awards. As part of this programme we were able to appoint a Youth Arts Awards Support Officer, and train several members of staff and management as Advisers. This investment resulted in a highly successful outcome, with 21 young people attaining Youth Arts Awards. Among these, our five apprentices achieved Gold Awards - the largest tranche to attain this level in the whole country.

We continued our support of **The Misfits** Theatre Company, working together on the innovative 'The Little Picture House on the Scary' project, and assisting the company to gain funding from the HLF for the 'Forgotten Project', a year-long research and performance project culminating in large-scale community play in July 2008.

The projects this year have been as follows -

1) On Board Community Arts - Kingsweston area of North Bristol

The *All Young Once* community play in December engaged 66 performers from Rock School, ACE & L-Dubbers' youth theatres, Shirehampton Youth Theatre, and an adult community group. 385 people watched the show over four performances, 95% of whom were non-regular theatre-goers. "*Very slick production very well put together - a nostalgic feast great to have all generations working together*" This was the final year of a three year project funded by the Big Lottery Fund (BLF), and was also supported this year by, amongst others, the Lankelly Chase Foundation, Creative Partnerships, Henbury Community Safety, and Youth Music.

In January, a new 3 year acta project began in the area, the Magic Day programme for young children and their families, funded by BLF Playful Ideas.

2) The Advance project - *The No-Ones*

A preview performance of *The No-ones* at the acta centre in April was the first of 18 performances of this second acta community theatre touring show. It toured to communities on the edge of the City in the Spring, '*It captured the real spirit of the community - should go national,*' and in the Autumn to the Colston Hall and then regionally, before performing at an international community arts festival in Rotterdam. In its Spring tour of Bristol neighbourhoods, *The No-ones* attracted audiences of whom an incredible 54% rarely or never attend the theatre.

3) Streets Ahead - Upper Horfield, North Bristol

In partnership with the Upper Horfield Community Trust (UHCT), acta delivered a wide variety of community arts activities across this fast-changing North Bristol neighbourhood, including youth theatre and dance projects, storytelling, and carnival arts, all leading towards a hugely successful local arts festival celebration at the end of the year. UHCT also secured funds from the Heritage Lottery Fund towards a new acta project next year, entitled *Sharing Memories*, to enable local people to create & produce their own community play in December 08.

4) The Misfits Theatre Company and the *Forgotten* project.

The Misfits Theatre Company have continued to develop as an independent theatre company, securing a range of partners & funding opportunities this year, with support from acta in their company business planning. Their programme includes the People Rhythms youth theatre and the Rhythm of The Night night-club, in addition to the work of the main theatre company. The Misfits began the research and devising phase for *Forgotten*, a large-scale community play for Summer 08, based on stories from peoples' experiences of long-stay hospitals for people with learning difficulties.

The *Forgotten* project is also working with the acta community group, *The Reflectors*, to develop the final performance on 1 & 2 August 08.

5) Who Cares? Youth Theatre and the Cleeve Abbey project

Who Cares?, our youth theatre for young carers, delivered a live interpretation show, *The Voice*, animating the English Heritage site of Cleeve Abbey, focusing on a residential week on site in July, with a performance day which attracted an audience of 135 people. The group worked together with young people from acta's ACE youth theatre from Lawrence Weston. Many of these youth theatre members went on to complete their youth arts awards later in the year.

6) Easton Heritage project

In June, acta worked in partnership with local community workers and Living Easton to deliver a two week intensive reminiscence theatre project with year 6 children at St Nicholas of Tolentine RC Primary School. The resulting *World On Our Doorstep* theatre show was a real hit with parents, teachers and the wider local community audience.

7) Wings - Youth theatre for learning disabled people in South Gloucestershire

The second year of a two-year long project to deliver two weekly youth theatre groups based at Warmley Park Special School, with funding from the BLF. The project offers evening youth theatre activities for young learning disabled people from across the South Gloucestershire area, and in June 07, saw the older group present their first annual production, *Creepy Spooky*.

8) The Malcolm X Elders - *Lost Connections*

The Malcolm X Elders' Forum created their second theatre show in partnership with acta this year, *Lost Connections*, with funds secured in part from Bristol City's Abolition 200 fund. The show previewed at the Malcolm X Centre in March, and was a massive success, attracting an audience of well over 100 people.

9) Express - *The Magic Picnic*

The Express group, for adults recovering from mental illness, which has met at the acta centre, in partnership with Rethink, for the last couple of years, secured project funding from the Quartet Global Grants fund this year. The project included outreach sessions to attract new members, and successfully created *The Magic Picnic* show using their own hand-made puppets and film, to tour to special schools.

Conclusion

This has been a very successful year for the **acta** organisation, with our new emphasis on touring community theatre proving that there is a new audience for our work. Our projects with young people have shown that even the most vulnerable and disenfranchised individuals can achieve remarkable success when supported by **acta's** caring and professional workers. At a time when funding streams are coming to an end, and the whole voluntary sector is facing financial stress, we have managed to secure funding for a range of positive and ground-breaking initiatives, and have

continued our record of delivering a range of successful projects that have a positive impact on individuals and communities alike

Reserves and Risk management

The trustees have continued to work closely with the Artistic Director to manage the budget. There was a small general funds surplus in the year, building up the accumulated surplus from £9,846 to £19,149 by the end of the year.

Last year, the Company reviewed its policy on free reserves necessary to cover unforeseen potential risks. The Company is aiming for free reserves of £25,000 by March 2010, and this year's accounts show the Company to be on target with this. Trustees have also taken advice on what would be the recommended level for our free reserves, and advice is that they should be at least one month's operating costs. The trustees have therefore taken a decision that in the long-term, we will aim to further increase free reserves to a level of no more than £35,000.

The Company accounts are reviewed by the trustees on a quarterly basis to ensure annual targets will be met.

The trustees work closely with the Artistic Director to ensure that all possible areas of risk are considered in the management of the Company, and to develop all opportunities available. Each project is assessed before the charity makes a commitment to the work, and is then monitored on a monthly basis to ensure that any risks are minimised.

The Company has successfully worked to diversify its funding sources and activities, with a view to minimising the external risks to funding. It will continue to ensure a wide range of funding sources and activities in future years to keep external risks to a minimum. The Company business plan continues to recognise the need to increase levels of core funding over the years ahead, and the Company continues to develop relationship ACE & BCC.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Governance and internal control

Company and charity law requires the trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently,
- made judgements and estimates that are reasonable and prudent,
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepared the financial statements on the going concern basis.

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial

statements comply with the Companies Act 1985. 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.

There were no changes to the Trustees in this year, who were re-appointed at the AGM in November 07.

Volunteers

The Company works with up to 2,000 participants each year, who volunteer their time to take part in our community and youth arts projects. Of these, there are about 20 students and other people who work to help facilitate and manage projects, who we term volunteers. There is a volunteer co-ordinator who works to ensure all volunteers are appropriately supervised. We are grateful for all the efforts of our volunteers involved in service provision over the year.

Employee involvement and employment of disabled people

Employees have been consulted on issues of concern to them through weekly company meetings, and have been kept informed on specific matters directly by management. There is regular communication between management members and employees, including a system of staff reports to management.

The Artistic Director liaises with the trustees on the annual job review process for each employee.

The charity has implemented a number of detailed policies in relation to all aspects of personnel matters including -

- Equal Opportunities policy & Diversity Action Plan
- Volunteer policy
- Health & Safety policy

In accordance with the charity's equal opportunities policy, the charity has long established fair employment practices in the recruitment, selection, retention and training of disabled people.

Full details of the above policies, and also

- Business Plan 08 - 11
 - Child Protection & Vulnerable Adults policies
 - Education policy
- are available from the acta centre

Auditors

A resolution proposing that Dick Maule be re-appointed as auditor of the charity will be put to the AGM.

The Council of Management approved this report on Wednesday 14 May 08

 (Stephen Fenton, Chair)



Independent Auditor's Report to the members of ACTA Community Theatre Limited

I have audited the financial statements of ACTA Community Theatre Limited for the year ended 31st March 2008 which comprise of the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein (and the requirements of the Financial Reporting Standard for Smaller Entities [effective January 2005])

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. My audit work has been undertaken so that I might state to the charity's members those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for my audit work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and auditors

As described in the Statement of Trustees' Responsibilities the trustees (who are also the directors of ACTA Community Theatre Limited for the purposes of company law) are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I report to you whether in my opinion the information given in the Trustees' Annual Report is consistent with the financial statements. I also report to you if, in my opinion, the charity has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by law regarding trustees' remuneration and transactions is not disclosed.

I read the Trustees' Annual Report and consider the implications for my report if I become aware of any apparent misstatements within it.

Basis of audit opinion

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) 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 charity's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all information and explanations which I 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 my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31st March 2008, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985

Dick Maule
Chartered Accountant and Registered Auditor
10 Picton Street
Bristol 6

dated: 18 6 08

Dick Maule

(7)

ACTA Community Theatre Limited

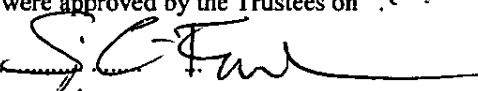
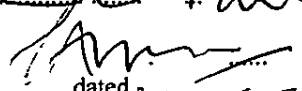
Balance sheet as at 31st. March 2008

	Notes	2008 £	2007 £
Fixed assets			
Tangible assets	(2)	15,247	<u>20,330</u>
Current assets			
Debtors and prepayments	(4)	26,842	12,295
Cash at bank and on hand		34,675	72,133
		<u>61,517</u>	<u>84,428</u>
Current liabilities			
Creditors amounts falling due within 12 months	(3)	<u>(19,042)</u>	<u>(53,597)</u>
Net Current assets		42,475	30,831
Net assets		<u>57,722</u>	<u>51,161</u>
Unrestricted funds			
General funds		19,149	9,846
Designated funds	(8)	15,247	20,330
Restricted funds	(9)	23,326	20,985
Total funds		<u>57,722</u>	<u>51,161</u>

The financial statements have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies

These financial statements were approved by the Trustees on 14.5.08

On behalf of the Trustees



 dated - 14.5.08

ACTA Community Theatre Limited

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st March 2008

	Notes	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	2007 £
Incoming resources					
Incoming resources from generated funds					
<i>Activities to generate funds</i>					
Interest receivable		3,166	-	3,166	3,298
Miscellaneous income		377	-	377	1,323
Incoming resources from charitable activities					
Grants and contracts		103,388	292,992	396,380	375,590
Income from theatrical activities		2,549	-	2,549	2,180
Equipment hire		300	-	300	180
Premises hire		4,855	-	4,855	6,126
Fee income		9,096	-	9,096	30,793
Total incoming resources		<u>123,731</u>	<u>292,992</u>	<u>416,723</u>	<u>419,489</u>
Resources expended					
Resources expended					
Charitable activities	[10]	113,005	290,651	403,656	413,279
Governance costs		6,507	-	6,507	6,537
Total Resources Expended		<u>119,512</u>	<u>290,651</u>	<u>410,163</u>	<u>419,816</u>
Net incoming resources					
- Net income for the year		4,219	2,341	6,560	(327)
Total funds at 1st. April 2007		30,176	20,985	51,161	51,488
Total funds at 31st. March 2008		<u>34,396</u>	<u>23,326</u>	<u>57,722</u>	<u>51,161</u>

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st March 2008

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 1985 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

[i] Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts

[iv] Investment income is included when receivable

[v] Incoming resources from charitable trading activity are accounted for when earned

[vi] Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity

[iv] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis

(e) Fixed assets

The building is leased on a non-transferable lease from Bristol City Council, and the trustees feel it is not appropriate to capitalise the cost of refurbishment

Other tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance method for all items costing over £500

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st March 2008

(2) Tangible Fixed Assets

	Stage equipment £	Office Fittings & equipment £	Total £
Cost			
balance brought forward	82,482	43,564	112,371
additions in the year	-	-	-
	<u>82,482</u>	<u>43,564</u>	<u>112,371</u>
Depreciation			
balance brought forward	68,304	37,412	138,368
charge for the year	3,544	1,539	5,083
	<u>71,848</u>	<u>38,951</u>	<u>143,451</u>
Net book value at 31st. March 2008	<u>10,634</u>	<u>4,613</u>	<u>15,247</u>
Net book value at 31st. March 2007	<u>14,178</u>	<u>6,152</u>	<u>20,330</u>

	2008 £	2007 £
(3) Creditors		
<i>Falling due within 12 months</i>		
Sundry creditors	12,692	14,897
Deferred income	<u>6,350</u>	<u>38,700</u>
	<u>19,042</u>	<u>53,597</u>

(4) Debtors and prepayments

Sundry debtors and prepayments	<u>26,842</u>	<u>12,295</u>
--------------------------------	---------------	---------------

(5) Capital commitments and contingent liabilities

There are none this year

(6) Employee information

	2008	2007
Number of employees	10	9
No employee received emoluments of more than £50,000		
	£	£
Salaries and wages	191,385	207,999
Social security costs	<u>18,936</u>	<u>18,414</u>
	<u>210,321</u>	<u>226,413</u>

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st March 2008

(7) Trustees information

	£	£
Trustees remuneration and expenses	-	-

The trustees received no remuneration in the year

(8) Movements in funds

	brought forward £	received in year £	utilised in year £	carried forward £
Restricted funds				
Big Lottery Fund Wings	2,980	24,754	(15,295)	- 12,439
On Board	9,730	20,000	(29,730)	- -
Magic Day	-	16,931	(13,426)	- 3,505
Heritage Lottery Fund Cleeve Abbey	-	18,491	(18,491)	- -
Garfield Weston	-	3,000	(3,000)	- -
Connexions	-	9,920	(9,920)	- -
Bristol City Council SRB On Board	-	2,465	(2,465)	- -
Bristol City Council Malcolm X	-	5,000	(5,000)	- -
Bristol City Council On Board	-	20,412	(14,817)	- 5,595
Bristol City Council Other projects	-	14,260	(14,260)	- -
English Heritage Cleeve Abbey	-	10,000	(10,000)	- -
Creative Partnerships On Board	2,000	5,940	(7,940)	- -
Lankelly Chase Foundation	-	20,000	(20,000)	- -
Quartet Community Foundation. Wings	-	4,150	(4,150)	- -
Quartet Community Foundation: Express	-	10,000	(10,000)	- -
South Gloucestershire Council Wings	-	2,500	(2,500)	- -
Youth Music	-	9,690	(7,903)	- 1,787
Arts Council Grants for the Arts Advance	6,275	16,843	(23,118)	- -
Other projects	-	78,636	(78,636)	- -
	<u>20,985</u>	<u>292,992</u>	<u>(290,651)</u>	<u>- 23,326</u>
Unrestricted funds				
Designated funds				
Equipment reserve	20,330	-	-	(5,083) 15,247
General funds	<u>9,846</u>	<u>123,731</u>	<u>(119,512)</u>	<u>5,083 19,149</u>

Amounts relating to expenditure from the general fund for further equipment purchase, and depreciation on the equipment are transferred annually

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st March 2008

[10] Resources expended

	Charitable activities £	Governance costs £	Total 2008 £	Total 2007 £
Subscriptions, affiliations and monitoring	912	-	912	846
Staff training	2,669	-	2,669	4,432
Recruitment	1,156	-	1,156	868
Catering and sundry expenses	1,503	-	1,503	3,530
Salaries and wages	205,721	4,600	210,321	226,413
Volunteers' expenses	767	-	767	348
Telephone	3,246	162	3,409	3,140
Post, stationery and office consumables	6,525	326	6,851	9,165
Participant Reward	1,247	-	1,247	-
Cleaning	4,902	-	4,902	5,426
Repairs and renewals	7,407	-	7,407	3,213
Insurance	10,183	-	10,183	10,251
Bank charges	73	-	73	78
Heat and light	7,261	-	7,261	2,494
Non-capitalised equipment	-	-	-	12,601
Audit fees	-	1,419	1,419	1,351
Building repairs and renewals	<u>805</u>	<u>-</u>	<u>805</u>	<u>7,612</u>
	<u>254,378</u>	<u>6,507</u>	<u>260,885</u>	<u>291,768</u>
<i>Theatre company operating costs</i>				
Print, publicity & photographic documentation	7,193	-	7,193	10,693
Freelance fees	88,532	-	88,532	71,784
Room hire	9,700	-	9,700	4,831
Production costs	17,055	-	17,055	20,234
Travel expenses	7,904	-	7,904	5,594
Vehicle hire	13,811	-	13,811	8,136
Depreciation	<u>5,083</u>	<u>-</u>	<u>5,083</u>	<u>6,777</u>
	<u>149,278</u>	<u>-</u>	<u>149,278</u>	<u>128,048</u>
	<u>403,656</u>	<u>6,507</u>	<u>410,163</u>	<u>419,816</u>

[11] Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	-	15,247	-	15,247
Current assets	38,190	-	23,326	61,516
Current liabilities	<u>(19,042)</u>	<u>-</u>	<u>-</u>	<u>(19,042)</u>
Net assets at 31st March 2008	<u>19,149</u>	<u>15,247</u>	<u>23,326</u>	<u>57,722</u>