COMPANY REGISTRATION NUMBER: 04838508

CHARITY REGISTRATION NUMBER: 1099868)

The Quay Theatre At Sudbury Company Limited by Guarantee Unaudited Financial Statements

CHARITY COMMISSION FIRST CONTACT

03 FEB 2020

RECORDED RECEIVED CHARITY COMMISSION FIRST CONTACT

03 FEB 2020

ACCOUNTS RECEIVED

MOORE GREEN

Chartered accountants 22 Friars Street Sudbury Suffolk CO10 2AA

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Company Limited by Guarantee

Financial Statements

Year ended 30 April 2019

	Page
Trustees' annual report (incorporating the director's report)	1
Independent examiner's report to the trustees	4
Statement of financial activities (including income and expenditure account)	6
Statement of financial position	7
Notes to the financial statements	9

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 30 April 2019

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 April 2019.

Reference and administrative details

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Registered charity name	The Quay Theatre At Sudbury
Charity registration number	1099868
Company registration number	04838508
Principal office and registered office	The Quay Theatre Quay Lane Sudbury Suffolk CO10 2AN
The trustees	
	D Brogan E Cole E Wiles S Ayers P Press A Richardson D Ware Mr Harrington-Spier A Burton-Hopkins
Company secretary	Mr R Cunningham
Independent examiner	Nicholas Farr 22 Friars Street Sudbury Suffolk CO10 2AA

Structure, governance and management

The Quay Theatre is under the control of a Board of Trustees who meet monthly to receive reports on current performance and to deal with matters affecting the governance of the theatre and its facilities. The Board of Trustees delegate the management of the operation to a Theatre Manager. The Theatre Manager has a team of 10 paid part-time staff and a large contingent of volunteers.

(Appointed 25 March 2019)

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year ended 30 April 2019

Objectives and activities

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The Quay Theatre is a rural arts centre located in the Sudbury amenity area close to the river Stour.

The Quay Theatre offers a unique service for Sudbury and the surrounding area with a mixed programme of amateur and professional drama, music, comedy and film consisting of approximately 220 days of entertainment every year. With live streaming now in the portfolio the scope of performances cover opera, classical music, National Theatre and West End shows. In addition the theatre provides a base for performing activity and stage school in Sudbury and a community venue used by many groups and for local residents and visitors to enjoy.

In the next year The Quay is embarking on an extensive programme of refurbishment designed to improve the theatre experience within this wonderful Grade 2 listed building.

Achievements and performance

During the 2018-19 year 12,100 people visited the theatre for live performance and 3,700 for film. An average of 16 groups hired the facilities at The Quay for educational and leisure activities and visitors used The Quay's bar and refreshment areas throughout the year. In addition a start up restaurant provided a selection of chef prepared meals at weekends. The drama classes and Summer Schools cater for 6-17 year olds and are a valuable resource for the community. The theatre also gives opportunities for volunteers.

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year ended 30 April 2019

Financial review

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The Quay Theatre receives grant funding from both Babergh District Council and Sudbury Town Council. Sudbury Town Council have managed to maintain grant levels but due to enormous pressures on District Council budgets their grants reduce year by year. Statutory wage and pension increases together with inflation mean that The Quay strives constantly to increase revenues both through the standard of performance and the variety of interests satisfied by the programmes delivered. Facilities hiring has remained strong over this year and many local groups now use The Quay for their varied activities and craft sessions.

New lighting and sound desks have been purchased this year thanks to donations received from Quay Fundraisers. Their continued support helps the Trustees to maintain the best facility for our community stakeholders.

Pressures on grant funding will continue but the efforts of staff and volunteers to increase revenues and minimise cost continue to show success. Together with the continuing support of Sudbury Dramatic Society and Sudbury Musicals Society these efforts are considered sufficient to ensure a sustainable future for The Quay Theatre.

Plans for future periods

The Trustees intend to continue their development of The Quay and its facilities to improve income streams and to widen the appeal of the theatre to the local community.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 30 January 2020 and signed on behalf of the board of trustees by:

D Ware Trustee Mr R Cunningham Charity Secretary

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of The Quay Theatre At Sudbury

Year ended 30 April 2019

I report to the trustees on my examination of the financial statements of The Quay Theatre At Sudbury ('the charity') for the year ended 30 April 2019.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2. the financial statements do not accord with those records; or
- 3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of The Quay Theatre At Sudbury (continued)

Year ended 30 April 2019

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nicholas Farr Independent Examiner

22 Friars Street Sudbury Suffolk CO10 2AA

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Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 30 April 2019

		Unrestricted	2019 Restricted		2018
		funds	funds	Total funds	Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	51,757	-	51,757	84,123
Charitable activities	6	60,533	_	60,533	54,421
Other trading activities	7	218,255		218,255	184,475
Total income		330,545		330,545	323,019
Expenditure Expenditure on raising funds: Costs of raising donations and					
legacies	8	165,832		165,832	146,940
Costs of other trading activities	9	86,214	-	86,214	84,245
Expenditure on charitable activities	10,11	83,027	-	83,027	77,099
Other expenditure	12	10,256	_	10,256	11,386
Total expenditure		345,329	_	345,329	319,670
Net (expenditure)/income and net					
movement in funds		(14,784)	_	(14,784)	3,349
Reconciliation of funds					
Total funds brought forward		193,119	19,426	212,545	209,196
Total funds carried forward		178,335	19,426	197,761	212,546

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

All of the above funds are Unrestricted Funds.

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Company Limited by Guarantee

Statement of Financial Position

30 April 2019

	Note	2019 £	2018 £
Fixed assets Tangible fixed assets	17	373,796	377,728
	.,	010,100	017,720
Current assets Stocks	18	4,504	2,566
Debtors	19	19,748	47,498
Cash at bank and in hand		1,624	3,154
		25,876	53,218
Creditors: amounts falling due within one year	20	176,967	186,045
Net current liabilities		151,091	132,827
Total assets less current liabilities		222,705	244,901
Creditors: amounts falling due after more than one year	21	24,944	32,356
Net assets		197,761	212,545
Funde of the election			
Funds of the charity Restricted funds		19,426	19,426
Unrestricted funds		178,335	193,120
Total charity funds	23	197,761	212,546

For the year ending 30 April 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Company Limited by Guarantee

Statement of Financial Position (continued)

30 April 2019

These financial statements were approved by the board of trustees and authorised for issue on 30 January 2020, and are signed on behalf of the board by:

D Ware Trustee

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The notes on pages 9 to 17 form part of these financial statements.

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 30 April 2019

1. General information

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The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Quay Theatre, Quay Lane, Sudbury, Suffolk, CO10 2AN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Incoming resources

All incoming resources are inclided on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Governance costs

Include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Further explanation of the purpose of the Unrestricted fund is included in the notes to the financial statements.

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2019

3. Accounting policies (continued)

Incoming resources

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All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2019

3. Accounting policies (continued)

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment	-	20% reducing balance
Freehold property	-	Fully depreciated
improvements		

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2019

3. Accounting policies (continued)

Financial instruments (continued)

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Limited by guarantee

The Charity is a company limited by quarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the quarantee is limited to $\pounds 1$ per member of the charity.

5. Donations and legacies

Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
		9,289	9,289
3,000	3,000	8,424	8,424
27,417	27,417	32,350	32,350
13,000	13,000	12,000	12,000
40	40	-	-
1,683	1,683	22,060	22,060
51,757	51,757	84,123	84,123
	Funds £ 6,617 3,000 27,417 13,000 40 	Funds 2019 £ £ 6,617 6,617 3,000 3,000 27,417 27,417 13,000 13,000 40 40 1,683 1,683	Funds 2019 Funds £ £ £ £ 6,617 6,617 9,289 3,000 8,424 27,417 27,417 32,350 13,000 12,000 40 40 - - 1,683 1,683 22,060

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2019

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6. Charitable activities

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	Unrestricted	Total Funds	Unrestricted	Total Funds
	Funds	2019	Funds	2018
	£	£	£	£
Rents Received - Auditorium	38,225	38,225	29,747	29,747
Rents Received - Bar	-	-	150	150
Rents Received - Costume Department	5,400	5,400	5,400	5,400
Rents Received - Geoff Kisby Room	1,732	1,732	186	186
Rents Received - Jetty	8,566	8,566	6,532	6,532
Rents Received - Quay Theatre Hire	6,610	6,610	12,406	12,406
	60,533	60,533	54,421	54,421

7. Other trading activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Advertising income	167	167	_	-
Bar sales	76,713	76,713	69,937	69,937
Kiosk sales	7,767	7,767	5,894	5,894
Cinema Events	32,370	32,370	28,375	28,375
Entertainment Events	87,762	87,762	60,143	60,143
Education Events - Summer Schools	1,878	1,878	5,058	5,058
Education Events - Workshops	2,600	2,600	3,244	3,244
Special Events	8,998	8,998	11,824	11,824
	218,255	218,255	184,475	184,475

8. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Costs of generating income - Box				
Office	8,253	8,253	4,279	4,279
Costs of generating income - Cinema				
Projection Costs	4,372	4,372	4,438	4,438
Cinema Expenses	22,819	22,819	21,136	21,136
Entertainment Events Expenses	76,656	76,656	61,336	61,336
Education Events Expenses -				
S/Schools	1,392	1,392	600	600
Education Events Expenses -				
Workshops	52,340	52,340	55,151	55,151
	165,832	165,832	146,940	146,940

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2019

9. Costs of other trading activities

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	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Costs of other trading activities - Shop				
costs	56,243	56,243	55,836	55,836
Costs of other trading activities -				
Staging events	7,625	7,625	6,875	6,875
Costs of other trading activities	22,346	22,346	21,534	21,534
	86,214	86,214	84,245	84,245

10. Expenditure on charitable activities by fund type

	Unrestricted	Total Funds	Unrestricted	Total Funds
	Funds	2019	Funds	2018
	£	£	£	£
Support costs	83,027	83,027	77,098	77,099

11. Expenditure on charitable activities by activity type

		Total funds	Total fund
	Support costs	2019	2018
	£	£	£
Support costs	57,678	57,678	52,693
Governance costs	25,349	25,349	24,406
	83,027	83,027	77,099

12. Other expenditure

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Sundry expenses	7,839	7,839	7,763	7,763
Bad debts		· _	1,039	1,039
Photocopier hire and charges	2,417	2,417	2,584	2,584
	10,256	10,256	11,386	11,386

13. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2019 £	2018 £
Depreciation of tangible fixed assets	5,949	6,932
Operating lease rentals	720	858
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Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2019

14. Independent examination fees

	2019 £	2018 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	2,025	1,950

15. Staff costs

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The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019	2018
	£	£
Wages and salaries	67,243	66,194
Social security costs	10,049	5,998
	77,292	72,192

The average head count of employees during the year was 11 (2018: 11).

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

16. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees during the year.

17. Tangible fixed assets

Orat	Freehold property £	Equipment £	User defined asset £	Total £
Cost At 1 May 2018 Additions	350,000	84,036 2,017	4,380	438,416 2,017
At 30 April 2019	350,000	86,053	4,380	440,433
Depreciation At 1 May 2018 Charge for the year		56,308 5,949	4,380	60,688 5,949
At 30 April 2019		62,257	4,380	66,637
Carrying amount At 30 April 2019 At 30 April 2018	350,000	23,796		373,796
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18. Stocks

	2019	2018
	£	£
Raw materials and consumables	4,504	2,566

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2019

19. Debtors

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		2019 £	2018 £
	Trade debtors	11,449	41,867
	Prepayments and accrued income	1,000	1,000
	Other debtors	7,299	4,631
		19,748	47,498
20.	Creditors: amounts falling due within one year		
		2019 £	2018 £
	Bank loans and overdrafts	46,424	43,033
	Trade creditors	17,987	8,162
	Accruals and deferred income	108,652	131,228
	Social security and other taxes	3,837	3,622
	Lloyds TSB - Repair Fund	67	· _
		176,967	186,045
21.	Creditors: amounts falling due after more than one year		
		2019 £	2018 £
	Bank loans and overdrafts	19,216	26,628
	Payments received on account	728	728
	Other creditors	5,000	5,000
		24,944	32,356
22.	Deferred income		
		2019	2018 £
	Amount deferred in year	£ 53,633	£ 44,882

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 April 2019

23. Analysis of charitable funds

Unrestricted funds

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	At			At
	1 May 2018 £	Income £	Expenditure 3 £	0 April 2019 £
General funds	118,416	330,545	(345,329)	103,632
Property Revaluation	74,703		_	74,703
	193,119	330,545	(345,329)	178,335
	At			At
	1 May 2017 £	Income £	Expenditure 3	30 April 2018 £
General funds	115,067	323,019	(319,669)	118,417
Property Revaluation	74,703			74,703
	189,770	323,019	(319,669)	193,120
Restricted funds				
	At			At
	1 May 2018	Income	Expenditure 3	0 April 2019
	£	£	£	£
Quay Repair Fund - Appeal	19,426	_		19,426
	At			At
	1 May 2017	Income	Expenditure 3	
	£	£	£	£
Quay Repair Fund - Appeal	19,426	=		19,426

24. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2019 £
Tangible fixed assets		-
	Unrestricted Funds £	Total Funds 2018 £
Tangible fixed assets	377,728	377,728