Company registration number: 3888776 Charity registration number: 1079153

# Council for Dance, Drama and Musical Theatre

known as
CDMT

(formerly Council for Dance Education and Training)
A company limited by guarantee

Annual Report and Financial Statements for the Year Ended 29 February 2020

DKP Accountants Sussex Limited
Cortlandt
George Street
Hailsham
East Sussex
BN27 1AE

## known as CDMT

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#### **Reference and Administrative Details**

Charity name Council for Dance, Drama and Musical Theatre (known as

CDMT) formerly Council for Dance Education and Training

Charity registration number 1079153

**Company registration number** 3888776

Principal office Old Brewer's Yard

17-19 Neal Street Covent Garden London

WC2H 9UY

Registered office Old Brewer's Yard

17-19 Neal Street Covent Garden

London WC2H 9UY

Trustees Roger Bramble

Shirley Coen
Michael Dixon
John Gardyne
David Grindrod
Hilary Hadley

Stephen Jameson

Dr Andrew McBirnie (resigned 11 December 2019)

Louise Norman Annette Pearson Craig Phillips

Luke Rittner (appointed 11 December 2019)

Andrew Ward
Sarah Wilson
Jonathan Wood

Secretary Glyndwr Jones

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#### **Reference and Administrative Details**

Solicitor Harbottle & Lewis

Hanover House 14 Hanover Square

London WC1B 3NG

Bankers Coutts & Co

London

440 The Strand

London WC2R 0QS

CAF Bank Ltd Kings Hill West Malling

Kent ME19 4JQ

**Nationwide Building Society** 

Nationwide House

Pipers Way Swindon SN38 1NW

Accountant DKP Accountants Sussex Limited

Cortlandt George Street Hailsham East Sussex BN27 1AE

known as CDMT

#### **Trustees' Report**

#### SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

CDMT is a company limited by guarantee, incorporated on 6 December 1999 and registered as a charity on 28 January 2000.

The company is established under a Memorandum of Association, which sets out the objects and powers of CDMT and is governed by its Articles of Association.

The number of directors (who act as Trustees) shall be at least fourteen and not exceed sixteen, and each shall be appointed for a three year term of office. One third of the directors must retire at each Annual General Meeting. CDMT is a membership organisation governed by the Board of Trustees. A wide ranging programme of initiatives and projects is formulated in consultation with the membership which meets identified needs. Day to day operational management of CDMT is under the authority of the Director, a full time salaried officer, who reports to the Board of Trustees.

#### RISK MANAGEMENT

CDMT has considered the major risks to which it is exposed, establishing systems and procedures to manage them. A risk assessment is conducted annually to review the major risks faced by the organisation and to ensure that the Board of Trustees (acting as directors of the charitable company) have a sound knowledge of the charity and are in an informed position regarding its operations.

#### **OBJECTIVES AND ACTIVITIES**

The principal activity of CDMT is to advance the education of all persons and principally children, young people and students in the art, practice and appreciation of the cultural significance of dance, drama and musical theatre, and to promote high standards in education and training in those performing arts.

#### In summary, CDMT:

- Accredits high quality professional training at full-time dance, drama and musical theatre schools, providing the industry benchmark since 1979
- Validates the world's leading awarding organisations which offer dance, musical theatre and performing arts qualifications
- Works with Affiliates to develop the highest standards of programme provision across the performing arts
- Recognises, by means of the Recognised Awards scheme, pre-vocational performing arts schools and teachers
- Provides membership and other specialist services through the Conference of Professional Schools, Awarding Organisations Committee, Steering Group for the Dance and Drama Awards, Affiliate meetings, Graded Examinations Forum and Higher Education Forum
- Negotiates with government authorities on issues of education funding, policy and regulation
- Manages a substantial public-facing online platform cdmt.org.uk which promotes members and services, as well as administering two information websites for the DaDA scheme and Graded Examinations respectively

- Publishes the UK Guide which is the definitive resource for those seeking information on quality provision in the sector
- Operates a free comprehensive guidance service for students, parents, teachers, artists and employers.

#### **EXPENDITURE POLICY**

Annual budgets for all aspects of activities are agreed by the Honorary Treasurer and the Director, and submitted to the Board of Trustees for comment and approval prior to the commencement of each financial year. Significant amendments to agreed budgets during a financial year are discussed by the Honorary Treasurer and Director in the first instance and subsequently presented to the Board for comment and approval or otherwise.

#### **ANNUAL REPORT**

CDMT is the only industry body in the UK offering quality assurance and membership services to institutions delivering training, education and assessment in the performing arts. Now more than ever the company continues to assist members and practitioners as we work together to come to terms with the ongoing Covid-19 pandemic and its impact on our institutions and communities.

The organisation was founded in 1979, and in 2019 marked its 40<sup>th</sup> year of serving the sector, delivering expert guidance and support to providers of professional courses and qualifications, as well as lobbying government to ensure that the UK creative industries continue to provide superior opportunities for students from diverse backgrounds to develop as artists of the highest calibre, according to their potential.

CDMT's mission, in support of service to its members, is to:

- Ensure the consistent application of standards across professional schools, conservatoires and awarding organisations, complementing the breadth of disciplines offered by performing arts providers
- Promote outstanding industry-approved institutions allowing prospective students, candidates and parents better to understand what constitutes excellent provision
- Advocate powerfully on behalf of members, increasing their public profile and influence with key industry and political stakeholders
- Act as an authoritative source of information on high quality provision across the sector, informing practitioners and government education authorities in their work.

In addition to providing a UK-wide forum where authorities, educators and employers can discuss common concerns and work strategically to deliver vital aims, we also work with members to ensure that specialist training is complemented by, on the one hand, strong progression pathways at the earliest stages of learning (e.g. graded examinations), and on the other, valued development opportunities for proficient individuals advancing in their careers (e.g. specialist diplomas and programmes of continuing professional development).

Significant to CDMT's standing is our role:

- As a respected authority—an expert body kite marking excellent industry provision
- In confirming quality—with a commitment to promoting high standards in the sector
- Advocating the performance disciplines—across dance, drama and musical theatre.

CDMT's 2019/20 institutional membership comprises 32 Accredited schools and 18 Validated awarding organisations.

 Accredited schools: CDMT ensures the provision of high quality professional dance, drama and musical theatre training through the accreditation of full-time performing arts schools, colleges and conservatoires. Accreditation is only awarded to those providers that have successfully undertaken a thorough and comprehensive institutional-level review by a panel of nominated industry experts. Accreditation is typically used by trusts, foundations and other agencies to determine which training programmes to assist, with CDMT reports employed by Ofsted and others to provide valuable background evidence for inspections. Students graduating from Accredited schools receive automatic membership of Equity and immediate inclusion in Spotlight.

Validated awarding organisations: CDMT validates many of the world's leading awarding organisations offering graded, vocational and diploma examinations in dance, drama, musical theatre and the related performing arts, ensuring excellence in examination provision by carrying out quality assurance inspections and annual comparability studies of assessment standards. Validation is used by awarding organisations to support their submissions to Ofqual and other regulators—with CDMT providing an authoritative source of information on matters affecting all graded examinations.

Separately, a number of Affiliates are committed to working with CDMT to develop the highest standards in their scrutinised courses. Some run programmes that focus on progress towards a specific role in the performing arts such as access provision. Others encourage reflective practice in a work-based context, including continuing professional development.

CDMT's membership activities are commonly coordinated through our Awarding Organisations Committee, Conference of Professional Schools and Affiliates' Forum, with a particular focus on influencing the key funding, policy and regulatory initiatives driven by education agencies. To this end, we interact closely on behalf of our members with bodies such as DfE, DCMS, ESFA, FAB, OfS, Ofsted, Ofqual, the Home Office and UCAS, developing briefing papers and expert sector reports for government ministers and civil service alike.

To further support the membership, we have initiated research comparing the real cost of high quality professional training with courses available at many UK universities, focusing on employability and highlighting the greater rate of graduate outputs from our Accredited schools to the performing arts industry. This research will identify and analyse distinctions between the two types of courses, and provide evidence and justification to support advocacy of the need for government funding to be more appropriately allocated towards vocational providers. As another development of our service to members, we are also working on a new Directory of qualification recognition opportunities which exist globally for Validated awarding organisations. Access to this Directory will place CDMT members at an advantage when forming strategies for overseas markets, which make up a significant proportion of their operations.

In November 2019, CDMT's sixth Careers Conference took place at Mountview London, disseminating up to date guidance on training opportunities to prospective students and their parents/carers. Over 35 Accredited and Validated members exhibited at this event, signposting professional courses and qualifications respectively. As part of the company's ongoing online development, detailed exploration has been undertaken of the ways in which aspects of CDMT career events can be delivered virtually so as to avoid leaving a vacuum in sharing reliable information during the Covid-19 conditions.

The CDMT 2020 *UK Guide*, sponsored by Spotlight, was released earlier this year at an industry reception held in St John's Smith Square, Westminster, at which Maureen Beattie OBE, President of Equity, was the keynote speaker. This publication highlights members' work as does the company website *cdmt.org.uk* which continues to be the primary source of up to date information on high quality provision in dance, drama and musical theatre. The site offers many opportunities for organisations to promote their activities:

- o All institutions can highlight news items, events and job vacancies
- Accredited professional schools can, in addition to organisational information, automatically feature access to training and Higher Education provision

- Validated awarding organisations can similarly highlight continuing professional development opportunities
- Affiliates can include the programme for which quality assurance procedures have been successfully completed under the relevant specialist category.

cdmt.org.uk is supported by two other specialist web-information sites, dadainfo.org.uk and gradedexams.com. Our newsletters promote developing ventures as they arise, alongside publications, leaflets and social media platforms. Accredited schools can feature performances and open days via our online calendar feature. Staff also respond to telephone and email queries on a regular basis to ensure that reliable information is readily available to authorities, media and the general public.

Together, CDMT members make an enormous contribution to the sustainability and international profile of the UK creative industries—a vital contribution we will continue to advocate and support, particularly in the current challenging global context. CDMT's approaches to financial monitoring, contingency planning and risk offer mitigation to the company position in light of any continued complications presented by Covid-19. These are underpinned by in-depth consideration, at Board level, of various financial scenarios and responses, with the aim of ensuring that the company is able to respond to the developing situation robustly, and bounce back strongly when some normalisation occurs.

In the first part of 2020, we have disseminated a steady stream of government and industry guidance to members addressing the Covid-19 conditions; hosted numerous Zoom meetings to facilitate the sharing of information and approaches to the common difficulties faced (including introduction of online discussion forums); produced electronic booklets and submissions to highlight the impact of Covid-19 on the sector, particularly addressing ministers and the authorities; and issued joint public statements with other industry bodies.

The Board of Trustees' readiness to assist, benefit, and continue to champion the membership is acknowledged, and the company is pleased to shine a spotlight, as ever, on the professional schools, conservatoires and awarding organisations with whom we share a mission for advancing outstanding artistic performance. We support and celebrate their work and continued achievements.

#### **FINANCIAL REVIEW**

The year to 29 February 2020 has again been successful operationally and financially. The financial statements show a net surplus for the year of £37,349 (2019 £28,929). This surplus has been realised by a combination of increased income and savings made through ongoing efficiencies.

#### **RESERVES POLICY**

The Trustees' aim is to establish reserves to a level which could support the organisation through a period of financial and operational uncertainty.

CDMT's reserves at 29 February 2020 stood at £256,915.

CDMT has a stable operating model and this, along with a good medium-term planning horizon and long-term commitments from a number of key stakeholders, mitigates many risks. However risks still persist and the Trustees are targeting a free reserve of approximately £250,000 to underpin activities. This level has been arrived at following consideration of a range of potential operational risks, including income generation from current activities, operational costs, and a contingency allowance.

#### TRUSTEES' RESPONSIBILITIES TO THE FINANCIAL STATEMENTS

The Trustees are required by company law to prepare financial statements for each financial year which gives a true and fair view of the financial activities of the charity and its financial position at the end of the year. In preparing those financial statements the Trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
- d) Prepare the financial statements on a going concern basis unless it is appropriate to assume the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the asset of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

R. Janto

Approved by the Board on 14 October 2020 and signed on its behalf by:

**Roger Bramble** Chairman

## Independent Examiner's Report on the accounts to the Trustees of Council for Dance, Drama and Musical Theatre

known as CDMT

I report to the charity on the accounts of the company for the year ended 29 February 2020, Charity Number: 1079153 and Company Number: 3888776 which are set out on pages 9 to 15.

#### Responsibilities and basis of report

As the charity's Trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts 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 for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your 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

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Chartered Association of Certified Accountants.

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of the independent examination; or
- the accounts have not been prepared in accordance with the charities SORP (FRS102).

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.

Mr D Poynter FCCA

**DKP Accountants Sussex Limited** 

Vanta Fred

Date: 14 Detoter 2020.

Cortlandt George Street Hailsham East Sussex

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**BN27 1AE** 

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## Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 29 February 2020

		Unrestricted		Total Funds	
N	ote	Funds £	Funds £	2020 £	2019 £
Incoming resources					
Incoming resources from generated funds Investment income	2	1,155	_	1,155	284
Incoming resources from charitable activities		331,635	=	331,635	319,905
		-	-	-	1
Total incoming resources		332,790	-	332,790	320,189
					(**************************************
Resources expended Charitable activities	4	236,604	_	236,604	232,467
Governance costs	5	58,837	-	58,837	58,793
		1			
Tatal wassings symposised		295,441		295,441	291,260
Total resources expended					
Net movements in funds		37,349	-	37,349	28,929
Reconciliation of funds					
Total funds brought forward		219,566	-	219,566	190,637
Total funds carried forward		256,915	-	256,915	219,566

All incoming resources and resources expended derive from continuing activities.

known as

CDMT (registration number: 3888776)

## **Balance Sheet as at 29 February 2020**

			2020		2019
	Note	£	£	£	£
Fixed assets					
Tangible assets	10		-		-
Current assets					
Debtors	11	7,087		6,914	
Cash at bank and in hand		277,964		239,688	
			285,051		246,602
Creditors: Amounts falling					
due within one year	12	(28,136)		(27,036)	
Net current assets			256,915	-	219,566
Net assets			256,915		219,566
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds	15		256,915		219,566
Total charity funds			256,915		219,566

For the financial year ended 29 February 2020, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts 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 accounts.

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

Approved by the Board on 14 October 2020 and signed on its behalf by:

**Roger Bramble** Chairman

The notes on pages 11 to 15 form an integral part of these financial statements.

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#### Notes to the Financial Statements for the Year Ended 29 February 2020

#### 1. Accounting policies

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Companies Act 2006.

#### Fund accounting policy

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 15.

#### **Incoming resources**

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Grants are included in the Statement of Financial Activities in the year in which they are receivable. They are categorised as restricted where the donor wishes to restrict their use more narrowly than the general purposes of the charity.

#### Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

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.

#### **Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of Trustee meetings and the cost of any legal advice to Trustees on governance or constitutional matters.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Fixed assets**

Individual fixed assets costing £0 or more are initially recorded at cost.

## Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment 10% straight line basis 10% straight line basis Fixtures and fittings Plant and machinery including motor vehicles

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## Notes to the Financial Statements for the Year Ended 29 February 2020

2.	Investment income	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
	Interest on cash deposits	1,155	_	1,155	284
3.	Incoming resources from charitable activitie	26			
Э.	miconing resources from character activities	Unrestricted Funds	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
	Charitable activity	£	±.	E	r
	Charitable activity Subscriptions	241,682	-	241,682	231,678
	Grants	_	-	-	-
	Donations	-	.=	=	=
	CDMT UK Guide to Professional Training	-	-	-	-
	Accreditation/Validation Fees	46,040	-	46,040	31,070
	Recognised Awards	15,767 28,146	-	15,767 28,146	16,801 40,356
	Other income	28,140		20,140	40,550
		331,635		331,635	319,905
4.	Total resources expended	Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2020	2019
		£	£	£	£
	Direct costs				
	Quality assurance & membership services Consultancy fees	62,500	-	62,500	57,074
	Advertising and promotion	16,440	-	16,440	18,730
	raversioning and promoses:				
		78,940	-	78,940	75,804
	Support costs			-	-
	Employment costs	105,175	_	105,175	105,531
	Establishment costs	30,376	_	30,376	30,185
	IT and communications	10,860	-	10,860	10,640
	Office expenses	2,438	-	2,438	1,382
	Printing, posting and stationery	2,983	-	2,983	2,671
	Subscriptions and donations	46	-	46	46
	Travel and subsistence	817	-	817	1,033
	Entertainment and hospitality costs Accountancy fees	4,410	_	4,410	4,606
	Legal and professional costs	10	_	10	10
	Bank charges	549	-	549	559
		157,664	_	157,664	156,663
Re	sources expended on Charitable Activities	236,604		236,604	232,467

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## Notes to the Financial Statements for the Year Ended 29 February 2020

#### 5. Governance costs

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2020	2019
	£	£	£	£
Employment costs	35,059	-	35,059	35,177
Establishment costs	10,125	_	10,125	10,061
IT and communications	3,620	-	3,620	3,546
Office expenses	812	-	812	460
Printing, posting and stationery	994	-	994	891
Subscriptions and donations	16	-	16	16
Travel and subsistence	272	-	272	344
Accountancy	4,409	.=	4,409	4,606
Independent examiner's fee	995	-	995	953
Insurance	2,028	-	2,028	1,921
Legal and professional costs	3	-	3	3
Bank charges	183	_	183	187
Cost of Trustee meetings	321	-	321	628
	-	1	-	-
	<u>58,837</u>		<u>58,837</u>	<u>58,793</u>

Support cost	Basis of allocation
Employment costs	Time spent, 25% Governance, 75% Charitable Activities
Office expenses	Time spent, 25% Governance, 75% Charitable Activities
Cost of Trustee meetings	100% Governance
Examiner's fee	100% Governance
Accountancy fees	50% Governance balance Charitable Activities

## 6. Trustees' remuneration and expenses

No Remuneration was paid to any Trustee. The Trustees were indemnified for the purchase of insurance (£780) to indemnify CDMT from loss arising from the neglect of its Trustees, employees, or agents and to indemnify officers against the consequence of any neglect or default on their part, as permitted by the governing instrument.

#### 7. Net income

Net income is stated after charging:

•	2020 £	2019 £
Independent Examiner	995	953
	······	

#### 8. Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2020 £	2019 £
Wages and salaries	149,053	149,920

## 9. Taxation

The company is a registered charity and is, therefore, exempt from taxation.

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## Notes to the Financial Statements for the Year Ended 29 February 2020

10. 7	Tangible fixed assets		Fixtures, fittings and equipment £
	Cost		
	As at 1 March 2019 Additions		14,674
	Additions		
	As at 29 February 2020		14,674
	Depreciation		
	As at 1 March 2019		14,674
	Charge for the year		
	As at 29 February 2020		14,674
	Net book value		
	As at 29 February 2020		_
	7.6 4. 25 1. 68. 44. <b>,</b> 2. 2. 2		
	As at 28 February 2019		
11.	Debtors		
		2020 £	2019 £
		2	*
	Trade debtors	1,772	2,458
	Prepayments and accrued income	5,315	4,456
		7,087	6,914
12	Creditors: Amounts falling due within one year		
12.	Creditors. Amounts faming due within one year	2020	2019
		£	£
	Trade creditors	14,867	18,117
	Accruals and deferred income	13,269	8,919
		28,136	27,036

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## Notes to the Financial Statements for the Year Ended 29 February 2020

## 13. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

#### 14. Related parties

#### **Controlling entity**

The charity is controlled by the Trustees who are all directors of the company.

## 15. Analysis of funds

	1 March 2019 £	Incoming resources	Resources expended £	29 February 2020 £
General Funds	219,566	332,790	(295,441)	256,915
Unrestricted income fund Restricted funds	219,300	332,790	(293,441)	230,913
	219,566	332,790	(295,441)	256,915
	-			
16. Net assets by fund	Unrestricted	Restricted	Total Funds	Total Funds
	Funds £	Funds £	2020 £	2019 £
Tangible assets	Funds	Funds		2019
Tangible assets Current assets	Funds	Funds		<b>2019 £</b> - 246,602
	Funds £	Funds	£	2019 £
Current assets	Funds £ - 285,051	Funds £ -	£ - 285,051	<b>2019 £</b> - 246,602
Current assets	Funds £ - 285,051	Funds £ -	£ - 285,051	<b>2019 £</b> - 246,602