



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 31/01/2019 Period start date To 31/03/2020 Period end date

Charity name: APAC

Charity registration number:1180988

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Association of Performing Arts Collections (APAC) is the membership organisation for professionals, specialists, and other individuals working with or interested in performing arts heritage in the United Kingdom and Ireland.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	APAC's Membership includes the institutions responsible for most of the UK's performing arts heritage: public museums, libraries, and archives; archives of theatres and companies; college and university archives and libraries, performing arts organisations and interested individuals. We offer meetings, visits, symposia, study days, an email forum, working groups, and collaborative projects advocating the widest possible engagement in performing arts heritage collections both for its members and the general public.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of the guidance issued. Members of the public are able to attend symposia, study days and to seek general advice on matters relating to the performing arts including: job opportunities; volunteering; and the re-housing of performing arts magazines, books and historical items from family collections.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	APAC offers Travel Grants to its members to attend symposia and study days. In addition, it funds speakers to provide third party overview on subject related symposia and study days.
	Para 1.38	

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	The Trustees are all volunteers. APAC has no paid members of staff.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>APAC celebrated its 40th anniversary at the start of 2019 and gained charitable status.</p> <p>Other notable events and initiatives include the hosting of our first joint symposium with the Society for Theatre Research at the V&A, focusing on bridging the gap between researchers and archivists. This initiative proved very thought-provoking and, in places, cathartic session. We also founded our Digital Preservation Working Group.</p> <p>We hosted a Culture Swap, which paired members together for a period of shadowing designed to improve collaboration and networking among members. Each pair then reflected on their experience in a blog post or for the ARC publication (monthly magazine of the Archives and Records Association).</p> <p>In the past year we have run events and meetings at a variety of institutions including Royal Shakespeare Company and the Shakespeare Birthplace Trust, Westminster Reference Library, National Theatre and the University of Bristol Theatre Collection.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The profit for the last financial year amounted to £16,103.85
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Insufficient income to hold reserves
Amount of reserves held	Para 1.22	n/a
Reasons for holding zero reserves	Para 1.22	Insufficient income
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Trustees believe that the way the charity is structured and its level of outreach work will enable it to continue to operate as a going concern

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership and event fees
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustee selections are advertised to the Membership and voted on by the Membership at the AGM

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	APAC
Other name the charity uses	Association of Performing Arts Collections
Registered charity number	1180988
Charity's principal address	National Theatre Archive National Theatre Studio 83-101 The Cut London SE1 8LL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Erin Lee	Chair		
2	Stephanie Rolt	Secretary		
3	Patricia Underwood	Treasurer		
4	Jane Gallagher	Website Officer		
5	Clare Wood			
6	Robyn Greenwood			
7	Gillian Boll	Membership Secretary		
8	Liz Harper			
9	Victoria Lane			
10	Biddy Hayward			
11	Karen Brayshaw			
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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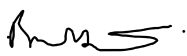
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Erin Lee	Biddy Hayward
Position (eg Secretary, Chair, etc)	Chair	
Date	18 th November 2020	

Date: 22/04/2020
Time: 13:07:04

APAC
Period Trial Balance

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To Period: Month 12, March 2020

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
1200	Bank Current Account	12,616.31	
1231	Paypal	3,487.54	
3200	Profit and Loss Account		13,967.84
4000	Sales -Memberships		4,744.00
4001	Sales Events income		135.00
6002	Sub-Contractors	525.60	
6200	Hospitality	317.22	
6900	Miscellaneous Expenses	97.00	
7400	Travel grants	619.18	
7502	Office Stationery	48.73	
7901	Bank Charges	94.74	
7905	Eventbrite Charges	24.78	
8201	Subscriptions	1,015.74	
Totals:		<u>18,846.84</u>	<u>18,846.84</u>