

REGISTERED COMPANY NUMBER: 01114273 (England and Wales)  
REGISTERED CHARITY NUMBER: 0266038

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 31 MARCH 2016  
FOR  
BATH ARTS WORKSHOP LIMITED



Berkeley Hall Marshall Limited  
6 Charlotte Street  
Bath  
BA1 2NE

**BATH ARTS WORKSHOP LIMITED**

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FOR THE YEAR ENDED 31 MARCH 2016**

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## **BATH ARTS WORKSHOP LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSE) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The principal objective of the company is to promote, encourage and increase the appreciation and understanding by the general public of the arts generally, and promote education in all sections of the community of both cultural and creative arts. This is achieved primarily through the performances of The Natural Theatre Company (a trading name) and educational workshops.

##### **Significant activities**

During the year significant activities contributing to these objectives were:

- completion of development work of Naturals Diversions work for disabled performers paid for by second substantial ACE grant
- implemented the second year of the 2014-17 Business Plan
- continued development work on Youth Theatre partially funded by general participation from BNES
- the company returned to European touring with gigs in Brussels, Barcelona and Venice
- continuation of the project ("DNA") that supported work in deprived areas of BNES
- collaborated with Guildford School of Acting, Bath Festivals Trust, Salisbury Festival, Jane Austen Festival, Bath Philharmonia
- developed links for future collaborative work
- staff changes: the company employed another 5 new actors. Lisa Carey resigned as Company Administrator and was replaced by Elle Roberts
- introduced a development programme for new work, partially funded by BNES
- let out office and workshop space in the building.

##### **Public benefit**

The charity objectives and aims are performed with regard to the Charity Commission guidance on public benefit.

##### **Social investments**

These were received from:

- performance fees
- studio and building hire
- Arts Council
- Bath and North East Somerset Council
- donations from local business and NATs supporters club.

##### **Strategies**

Strategies employed to achieve the objectives:

- continued support of several community and education projects, including youth theatres and work experience weeks for young people
- the hire of the studio, workshop and office space
- increased Twitter, Facebook and Instagram activity
- increasing corporate bookings through better booking strategies and more efficient systems
- negotiating to retain the contract at The Roman Baths for an additional year.

##### **Future plans**

Our future plans are:

- to increase income and decrease fixed costs, with an aim to break even each year in cash terms
- seek project funding from Arts Council and other bodies
- make suitable repairs to the building
- organise tours UK and worldwide
- continue to consolidate education/participation strands
- continue marketing drive.

## **BATH ARTS WORKSHOP LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016**

#### **FUTURE PLANS**

The trustees have recently reviewed the reserves policy of the charity and it has been decided that £50,000 should be kept in reserve at all times as a contingency. This figure breaks down as follows; £17,500 to cover pay and redundancy costs, £15,000 to support the cash flow of the charity and £17,500 to meet capital costs.

At the end of the year, the charity had unrestricted net current assets of £107,559.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, memorandum and articles of association, and constitutes a limited company, limited by guarantee, as defined by the Companies House Act 2006.

##### **Trustees and organisational structure**

Trustees are appointed by the board of trustees and normally serve for a period of three years, at the end of which time they may seek re-appointment. The minimum number of trustees (a quorum) is three and the maximum thirty. Trustees agree the broad strategy for the company and delegate day to day administration and implementation to the artistic director. The trustees keep the skill requirements of the board under review. New trustees may be sought by open advertisement or through dialogue with candidates with relevant expertise. Selection of new members is a matter for the existing board. On appointment, new members are given an introduction to the work of the company and provided with information about their role and charity law.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

01114273 (England and Wales)

##### **Registered Charity number**

0266038

##### **Registered office**

Widcombe Institute  
Widcombe Hill  
BATH  
BA2 6AA

##### **Trustees**

S M Pendle	- resigned 30.6.15
K Littlewood	- resigned 30.6.15
M R Fineman	
S M Vick	
A D Wright	
L Rodgers	- resigned 5.9.16
S A McCluskey	- appointed 3.9.15
R G Lister	

##### **Company Secretary**

A P Burden

##### **Independent examiner**

Berkeley Hall Marshall Limited  
6 Charlotte Street  
Bath  
BA1 2NE

#### **INVESTMENT POLICY AND OBJECTIVES**

The charity has limited reserves and these are generally held in accounts which are readily accessible. The trustees are, however, mindful of their responsibilities and seek to obtain the best returns available within the context of such a policy.

The charity owns the freehold of the building from which it operates. The building is shown as a designated fund in the accounts to distinguish it from readily available funds.

#### **FINANCIAL REVIEW**

**BATH ARTS WORKSHOP LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

The financial statements of the charity for the year ended 31 March 2016 show a surplus. After taking into account all sources of income the surplus was £8,648.

During the year, the company received £1,352 in grants and donations from the general public, which was used during the year to meet the running costs of the company. The trustees continue to actively review and consider all funding options. After previous year losses, in 2012/13 and 2013/14, following the withdrawal of substantial levels of Arts Council and local authority funding, the Board has implemented strategies to match income to costs to secure the long term future of the Company. It is expected that the Company will break even in the 2016-17 financial year including the depreciation of the building and fixed assets.

Approved by order of the board of trustees on 5 December 2016 and signed on its behalf by:



M R Fineman - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BATH ARTS WORKSHOP LIMITED**

I report on the accounts for the year ended 31 March 2016 set out on pages five to twelve.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*M L Small*

Matthew Small ACA  
ICAEW  
Berkeley Hall Marshall Limited  
6 Charlotte Street  
Bath  
BA1 2NE

Date: 19/12/16

**BATH ARTS WORKSHOP LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted fund £	2016 Total funds £	2015 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		1,352	11,056	12,408	33,353
<b>Charitable activities</b>					
Performing income		271,669	3,550	275,219	246,643
Other trading activities	2	41,712	-	41,712	28,132
Investment income	3	28	-	28	100
<b>Total</b>		<b>314,761</b>	<b>14,606</b>	<b>329,367</b>	<b>308,228</b>
<b>EXPENDITURE ON</b>					
Raising funds		9,922	-	9,922	8,988
<b>Charitable activities</b>					
Production expenses		180,162	12,868	193,030	170,057
Touring expenses		19,390	539	19,929	11,622
Administration		76,357	2,896	79,253	79,368
Overheads		17,322	-	17,322	31,060
Other	4	1,263	-	1,263	1,013
<b>Total</b>		<b>304,416</b>	<b>16,303</b>	<b>320,719</b>	<b>302,108</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>10,345</b>	<b>(1,697)</b>	<b>8,648</b>	<b>6,120</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>723,696</b>	<b>131,740</b>	<b>855,436</b>	<b>849,316</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>734,041</b>	<b>130,043</b>	<b>864,084</b>	<b>855,436</b>

The notes form part of these financial statements

**BATH ARTS WORKSHOP LIMITED**

**BALANCE SHEET  
AT 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted fund £	2016 Total funds £	2015 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	626,482	104,108	730,590	744,444
<b>CURRENT ASSETS</b>					
Debtors	10	45,674	-	45,674	29,596
Cash at bank and in hand		82,612	25,935	108,547	101,761
		<u>128,286</u>	<u>25,935</u>	<u>154,221</u>	<u>131,357</u>
<b>CREDITORS</b>					
Amounts falling due within one year	11	(20,727)	-	(20,727)	(20,365)
<b>NET CURRENT ASSETS</b>		<u>107,559</u>	<u>25,935</u>	<u>133,494</u>	<u>110,992</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>734,041</u>	<u>130,043</u>	<u>864,084</u>	<u>855,436</u>
<b>NET ASSETS</b>		<u><u>734,041</u></u>	<u><u>130,043</u></u>	<u><u>864,084</u></u>	<u><u>855,436</u></u>
<b>FUNDS</b>	12				
Unrestricted funds:					
General fund				138,041	118,696
Designated fund				596,000	605,000
				<u>734,041</u>	<u>723,696</u>
Restricted funds				<u>130,043</u>	<u>131,740</u>
<b>TOTAL FUNDS</b>				<u><u>864,084</u></u>	<u><u>855,436</u></u>

The notes form part of these financial statements



**BATH ARTS WORKSHOP LIMITED**

**BALANCE SHEET - CONTINUED  
AT 31 MARCH 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 5 December 2016 and were signed on its behalf by:



M R Fineman -Trustee

# **BATH ARTS WORKSHOP LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016**

### **1. ACCOUNTING POLICIES**

#### **Basis of preparing the financial statements**

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% on reducing balance and 2% on cost

Freehold property is to be depreciated over 50 years, holding a residual value of £200,000.

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The restricted fund represents funds received towards the capital building costs to be carried out to transform the premises into more practical workable areas, together with grants from the Arts Council and Bath and North Somerset Council specifically to maintain the artistic programme.

The designated fund consists of funds raised towards the purchase of freehold premises.

### **2. OTHER TRADING ACTIVITIES**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Sundry income	<b>41,712</b>	<b>28,132</b>

### **3. INVESTMENT INCOME**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Bank interest received	<b>28</b>	<b>100</b>

**BATH ARTS WORKSHOP LIMITED****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016****4. OTHER**

	2016 £	2015 £
Accountancy	750	500
Independent examination	500	500
Sundries	13	13
	<u>1,263</u>	<u>1,013</u>

**5. NET INCOME/(EXPENDITURE)**

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

	2016 £	2015 £
Depreciation - owned assets	13,854	14,503
Deficit on disposal of fixed asset	-	540
	<u>-</u>	<u>14,963</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

**7. STAFF COSTS**

Staff costs :

	2016 £	2015 £
Salaries and fees	223,337	196,012
Social security costs	3,333	7,961
Total	226,670	203,973

The average weekly number of employees during the year, including the services of performers who retained reserved self-employed status, was 46 part time and 1 full time (2015 - 46 part time and 1 full time)

No employee received emoluments of more than £60,000 during the year.

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	1,897	31,456	33,353
Charitable activities			
Performing income	242,592	4,051	246,643
Other trading activities	27,882	250	28,132
Investment income	100	-	100

**BATH ARTS WORKSHOP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>Total</b>	<b>272,471</b>	<b>35,757</b>	<b>308,228</b>
<b>EXPENDITURE ON</b>			
Raising funds	8,988	-	8,988
<b>Charitable activities</b>			
Production expenses	154,144	15,913	170,057
Touring expenses	9,699	1,923	11,622
Administration	79,368	-	79,368
Overheads	24,114	6,946	31,060
Other	1,013	-	1,013
<b>Total</b>	<b>277,326</b>	<b>24,782</b>	<b>302,108</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(4,855)</b>	<b>10,975</b>	<b>6,120</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	728,551	120,765	849,316
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>723,696</b>	<b>131,740</b>	<b>855,436</b>

**9. TANGIBLE FIXED ASSETS**

	Freehold property £	Improvements to property £	Motor vehicles £	Equipment £	Totals £
<b>COST</b>					
At 1 April 2015 and 31 March 2016	650,000	144,792	17,075	116,224	928,091
<b>DEPRECIATION</b>					
At 1 April 2015	45,000	13,173	15,819	109,655	183,647
Charge for year	9,000	2,896	314	1,644	13,854
At 31 March 2016	54,000	16,069	16,133	111,299	197,501
<b>NET BOOK VALUE</b>					
At 31 March 2016	596,000	128,723	942	4,925	730,590
At 31 March 2015	605,000	131,619	1,256	6,569	744,444

**BATH ARTS WORKSHOP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016 £	2015 £
Trade debtors	41,137	23,740
Other debtors	4,537	5,856
	<u>45,674</u>	<u>29,596</u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016 £	2015 £
Trade creditors	2,523	807
Taxation and social security	12,193	15,786
Other creditors	6,011	3,772
	<u>20,727</u>	<u>20,365</u>

**12. MOVEMENT IN FUNDS**

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
<b>Unrestricted funds</b>			
General fund	118,696	19,345	138,041
Designated fund	605,000	(9,000)	596,000
	<u>723,696</u>	<u>10,345</u>	<u>734,041</u>
<b>Restricted funds</b>			
Restricted funds	131,740	(1,697)	130,043
	<u>855,436</u>	<u>8,648</u>	<u>864,084</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	314,761	(295,416)	19,345
Designated fund	-	(9,000)	(9,000)
	<u>314,761</u>	<u>(304,416)</u>	<u>10,345</u>
<b>Restricted funds</b>			
Restricted funds	14,606	(16,303)	(1,697)
	<u>329,367</u>	<u>(320,719)</u>	<u>8,648</u>

**BATH ARTS WORKSHOP LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2016.

**BATH ARTS WORKSHOP LIMITED****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

	2016 £	2015 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	1,351	1,898
Grants	11,057	31,455
	<hr/>	<hr/>
	12,408	33,353
<b>Other trading activities</b>		
Sundry income	41,712	28,132
<b>Investment income</b>		
Bank interest received	28	100
<b>Charitable activities</b>		
Performance fees	275,219	246,643
	<hr/>	<hr/>
<b>Total incoming resources</b>	329,367	308,228
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Administration staff fees	9,922	8,988
<b>Charitable activities</b>		
Administration staff fee	56,224	63,356
Rates and water	1,972	2,073
Insurance	8,103	8,164
Light and heat	1,399	6,690
Telephone	1,618	1,787
Stationery and printing	1,087	916
General publicity	381	311
Sundries	9	-
Performer fees	162,141	150,944
Employers NI	3,333	1,552
Other production fees	11,259	12,112
Costume and props	19,322	6,672
Misc running costs	618	329
Travelling	8,563	6,250
Accommodation	4,985	1,156
Subsistence	3,308	1,393
Vehicle maintenance	1,776	1,499
Vehicle insurance	600	1,002
Vehicle leasing and hire	522	-
Subscriptions	35	90
Consultancy fees	-	779
Sundries	3,231	1,170
Cleaning	2,284	3,378
Repairs and renewals	1,920	4,294
Freehold property	9,000	9,000
Carried forward	303,690	284,917

This page does not form part of the statutory financial statements

**BATH ARTS WORKSHOP LIMITED****DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

	2016 £	2015 £
<b>Charitable activities</b>		
Brought forward	303,690	284,917
Depreciation	4,854	5,504
Loss on sale of tangible fixed assets	-	540
Bank charges	990	1,146
	<u>309,534</u>	<u>292,107</u>
<b>Other</b>		
Accountancy	750	500
Independent examination	500	500
Sundries	13	13
	<u>1,263</u>	<u>1,013</u>
<b>Total resources expended</b>	<b>320,719</b>	<b>302,108</b>
	<u></u>	<u></u>
<b>Net income</b>	<b><u>8,648</u></b>	<b><u>6,120</u></b>