

ABBNEY THEATRE ST ALBANS

Report of the Trustees and Audited Financial Statements

THE ABBEY THEATRE TRUST (ST ALBANS) LIMITED

For the year ended 31st August 2016

A Charity registered under number 247839

A Company limited by guarantee and registered in England and Wales number 877400

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THE ABBEY THEATRE TRUST (ST. ALBANS) LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Company Number	00877400 (England and Wales)	
Charity Number	247839	
Principal Address	Westminster Lodge Holywell Hill St Albans Hertfordshire AL1 2DL	
Auditors	Kingston Smith LLP 4 Victoria Square St Albans Hertfordshire AL1 3TF	
Bankers	Barclays Bank Plc 16-18 St Peters Street St Albans Hertfordshire AL1 3NA	
Company Secretary	C Spire	
Directors	M Goodman P Hale	
Trustees	M Goodman P Hale C Spire L Johnson S Cheek C Rose A Stone P Reardon (appointed 1st May 2016) I Crawford (retired 30th April 2016) P Davidson (appointed 1st May 2016) J Golding (retired 30th April 2016) H Miller (co-opted 3rd May 2016) D Hayward H Miller (retired 30th April 2016) G Stratford (appointed 1st May 2016) J Querforth (retired 30th April 2016) A Mills S Jones (appointed 1st May 2016)	Chair Treasurer Secretary Marketing Membership Membership Production Production Technical Technical Development Development House Front of House Front of House Without Portfolio Without Portfolio Without Portfolio

CHAIRMAN'S REPORT
FOR THE YEAR ENDED 31 AUGUST 2016

Time and again over its half century of existence, the Abbey Theatre has demonstrated the vital role it plays in the cultural life of St Albans. On the one hand, as the only independent community performing arts space in the area, it fulfils the narrow function of enabling members of the Abbey Theatre Trust to engage in their hobby of putting on plays. More importantly, our members, working on a voluntary basis, ensure we deliver a varied menu of activities of benefit to the community. In so doing we contribute to the delivery of the social and cultural objectives of St Albans City & District Council in ways that are efficient and provide value for money. Through our own youth theatre groups, the Company of Teens and St Albans Youth Music, we provide opportunities for young people to develop their confidence and social skills in very concrete ways that help them throughout their lives.



Twelfth Night
CoT 2015/16

We seek to engage young people at every opportunity. For instance, we recently ran a set design competition for University of Hertfordshire second-year students on its BA (Hons) Interior Architecture and Design course. We also reach out to the wider community. Recent initiatives here include recording six new plays from our in-house Writers' Group that were then broadcast on the local community radio station, Radio Verulam. These 'programmes' have subsequently attracted the interest of community radio stations elsewhere. Some of our members also deliver live entertainment at local old-peoples' homes. As one member recently told me: 'It's great to see people light up when you sing a song and get them to join in'.



On the Piste
CoT 2015/16

Further, we provide facilities and volunteer support for outside organisations which use the theatre. These organisations are distinguished by their variety. They include our regulars such as the privately-run, Theatrix, which develops the drama skills of teenagers and the toddlers' group, Drama Llamas. We have many visiting groups that help us open our doors to other parts of the community. Recent visitors have included a local group performing a Bollywood-style song and dance entertainment, as well as a drama company with a modern take on the 1970s seminal play about homelessness, Cathy Come Home. On the night I saw this play, called simply Cathy, the audience included representatives of housing associations and local churches. Finally, with its 10 annual productions, our own repertory group, the Company of Ten, supports local charities via charity nights for other local voluntary organisations.



Under Milk Wood
CoT 2015/16

CHAIRMAN'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2016

Today, as the theatre's first half century draws to a close, we are focusing on how we can play a greater role in the future within the community we serve. Part of this will be an initiative to raise the profile of the theatre through building expansion aimed at improving our facilities to attract more people. We have recently commissioned a feasibility study from theatre architects, Haworth Tompkins, which sets out a four-phase plan of expansion. Delivery of these phases will go hand-in-hand with a fundraising exercise. Our prudent management over the decades means that we can already contribute £300,000 towards this activity, but we will clearly need more. In any event, we will only begin each building phase once we are convinced the finance is available. Throughout these changes, our doors will remain open. The show must – and will - go on.

Martin Goodman

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

Abbey Theatre Trust (St. Albans) Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 25th June 2004. It is registered as a charity with the Charity Commission. Every member of the charity undertakes to contribute such amounts as may be required (not exceeding £10) to the charity's assets if it should be wound up.

Organisation and structure

The Charity is administered by a Board of Trustees, which commonly meets monthly. There are 14 Trustees, including a Chairman, Secretary and Treasurer. The board has appointed a Theatre Manager to act as a licensee and to manage day-to-day administration.

Recruitment and Appointment of Trustees

Trustees are elected as the holders of designated offices at the Annual General Meeting for an initial period of two years (three years in the case of officers) and then may stand for a further two years (three years in the case of officers). After serving for four consecutive years (six consecutive years for officers), trustees must retire.

Two trustees "without portfolio" are elected for two years.

The board of trustees may also appoint a trustee to fill a vacancy or as an additional trustee to serve until the next annual general meeting.

Induction and training of new trustees

Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role. Relevant articles and publications are also circulated.

Risk Management

The Trust is faced with a number of on-going risks, both financial and other, including:

- Ensuring that the Charity continues to be sustainable in the medium to long term
- Maintaining a position within the St Albans community
- Audience and membership demographics, and limited market penetration
- Marketing to and attracting new audiences
- Marketing to and attracting new members
- Maintaining members
- Addressing the challenges of changing spending trends
- Outside lets dependent upon continuing demand and the goodwill of a limited number of members to staff the lets
- The requirement for a front of house service staffed by volunteers
- The age of the building and the increasing complexity and cost of the property management, including ongoing maintenance and repairs
- Potential conflicts between artistic objectives and commercial requirements

The Board conducts regular reviews of the risks the Charity may face, with a view to ensuring:

- The establishment of systems and procedures to mitigate those risks identified
- The implementation of strategies and procedures designed to minimise any potential adverse impact should those risks materialise
- Medium to long term strategies are developed that enhance the sustainability of the theatre

Objectives and Activities

To promote, maintain, improve and advance education in and appreciation of the arts, including the production of plays and the encouragement of dramatic arts, to formulate, prepare and establish schemes thereof provided that all objectives of the Trust shall be of a charitable nature.

There have been no changes to the Charity's principal objectives since the last report.

The main activity in the year continued to be the presentation of theatrical productions for public performance by the members of the Company. The Charity provides a vibrant, artistic hub for the community, offering opportunities to enjoy and participate in a wide range of performance-related activities. The Charity offers opportunities to a broad base of the community.

Other activities included the provision of performance facilities to other organisations and facilities for training in drama and related skills.

The Trustees have given regard to the Charity Commission's guidance on public benefit.

Strategies

The strategies employed to achieve the Charity's objectives are:

- Artistic - to present a varied programme of main productions, attractive to substantial audiences, at approximately one per month from September to July. This is the largest single income stream
- Training - to provide a training and development programme for members, both technical and performance based, and plan for the provision of training opportunities for the broader community
- Youth Development - to support and provide facilities for youth groups and youth activities within the Company
- Involvement in the Community - to make theatrical presentation and training facilities available to a wide range of outside organisations, including other theatre and performance companies and schools
- External Awareness - to engage with the community and promote greater awareness of the theatre and its activities in the community
- Future Development – to undertake a detailed analysis of the current and future needs of the Charity and the community to ensure the viability and long term future of the Charity and devise an appropriate strategy for development
- Technical - to maintain, renew and update equipment on an ongoing basis
- Buildings - to maintain the infrastructure on a continuous basis, including substantial renewals as required. To budget for ongoing significant spending in this area and to maintain a reserve in hand for any unexpectedly large building repairs required to be done at short notice
- Generation of Additional Income - to hire out the theatre and training facilities to relevant external organisations in order to maximise earnings, insofar as is consistent with the Charity's objectives and with members' interests. Identify opportunities for generating additional revenue
- Staffing - to recognise the importance of significant developments in front of house and backstage staffing requirements and in facilitating outside lets

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Activities during the year that reflect a progressive and efficient company, with healthy finances, included:

- A varied programme of productions of good artistic and technical quality
 - Providing two active and successful groups for young people for participation and training - St Albans Youth Music Theatre and the Company of Teens
 - Providing facilities to two external drama groups, one that provides daily training for 4-18 year olds, in term time, and another for 1-3 year olds
-

TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2016

- Providing an inclusive environment open to the community to participate in theatrical productions
- Providing training in acting, directing and other theatrical skills
- Providing opportunities for training and developing skills in diverse areas of theatrical production, including, lighting, sound, set design and building, wardrobe and props
- Providing facilities for the community
- A number of outside lets and hires that continue to provide a valuable contribution towards running costs as well as providing our regular audience with additional opportunities to visit the theatre and also attracting people who might not otherwise have visited
- Ongoing relationship with Radio Verulam for the broadcast of radio plays

Other Activities

The exploration of the viability and potential of undertaking a major re-development plan for the theatre so as to ensure the long term future of the Trust continued. In addition to the fundraising feasibility study from Kingston Smith LLP, the Trustees instructed Haworth Tompkins, Architects, to undertake a feasibility study in relation to the potential development. Haworth Tompkins are the foremost theatre architects in the UK, having recently carried out projects at the National Theatre, Everyman, Chichester Festival Theatre and Bush Theatre. The first draft of Haworth Tompkins' feasibility plans are to be produced in September 2016, following which a period on consultation with the Members, and other relevant stakeholders, will follow.

The heating systems in the theatre and studio have been upgraded.

FINANCIAL REVIEW

Reserves

The Trustees have reviewed the level and denomination of the Company's reserves. Reserves are needed to bridge any potential funding gaps between spending on productions and other events and activities and incoming resources through admission charges, donations and other funding. Reserves are also held to cover possible emergency repairs to the theatre and the capital costs of future developments.

The Trust now has unrestricted funds of £582,209 made up of:

A General Fund of £183,859 consisting of cash and liquid assets freely available for use;

An operating reserve of £50,000 which will be untouched in normal circumstances;

A renewals reserve of £40,000, which is intended for capital expenditure and which has been topped up after its use for the much-needed new ventilation and heating system in our Studio Theatre. At the very end of the year a contract was signed and a deposit was due for replacement energy-efficient boilers in the main theatre building at a cost of £38,260; and

A development reserve now standing at £308,350 for the future expansion of the theatre buildings, preliminary feasibility studies for which have started and to which initial costs have been charged this year. The theatre has committed to a feasibility study from the architects at a cost of £11,000.

The Trustees consider that there are sufficient funds for the continuing activities of the Company.

Outturn for the year

Before taking account of the change in value of our investments, there was a deficit of £18,841 compared with a deficit last year of £2,077. Prior to depreciation, however, we had a surplus of £5,562 compared with £16,679 last year. To obtain a true comparison, £6,650 of fees charged in connection with preliminary work on our development scheme should be added back this year, so that surplus on our own activities falls by only £4,467.

Income

Income was higher than last year – ticket sales and bar sales both showed a marked increase and no area showed a fall. Donations also rose due to an initiative to ask online ticket-buyers to donate a pound or two on top, which was remarkably successful and shows the level of support for the Abbey Theatre and Company of Ten. We also benefited from a legacy from a former – and much missed – member.

Expenditure

Costs rose compared with last year; the main contributor being the timing of purchases of lighting and sound equipment which were unusually low in 2014/15. The theatre's policy is to maintain a high standard of equipment and to take advantage of technological advances where they enhance production values for our own and visiting shows. Depreciation (not a cash cost) also rose following the recent capital expenditure.

Investment policy and objectives

The Trustees, having regard to the liquidity requirements of operating the theatre and to the reserves policy, have placed funds in term and notice deposits and in investment vehicles specifically intended for charities. The latter rose considerably in value during the year compared to a small fall in 2014/15. The Trustees believe that the risks are acceptable but are reviewing the composition of the investments in light of current geo-political events.

FUTURE DEVELOPMENTS

The Development Reserve exists to facilitate such developments as and when major strategic expenditure is required. The proposed development under review includes:

- Additional rehearsal space
- Improved audience and community facilities, to include an extended, multifunctional foyer and link between the main theatre and studio

In addition the Trustees are seeking to improve:

- Outreach to the local Community
- Marketing strategies

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The directors (as detailed on the legal and administrative information page) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Principles.

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charity SORP;
- Make judgements that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume the charitable company will continue in business.

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

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of the information.

AUDITORS

The auditors, Kingston Smith, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD

M Goodman - Chairman and Trustee

Date:

Independent Auditor's Report to the Trustees of The Abbey Theatre Trust (St Albans) Limited

We have audited the financial statements of The Abbey Theatre Trust (St Albans) Limited for the year ended 31st August 2016 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 Part 16 of the Companies Act 2006. Our audit work has been undertaken for no purpose other than to draw to the attention of the charitable company's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 6, the trustees (who are directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Trustees Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been properly prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Independent Auditor's Report to the Trustees of The Abbey Theatre Trust (St Albans) Limited

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit: or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the trustees' report and from preparing a strategic report.

SILVIA VITIELLO
Senior Statutory Auditor
for and on behalf of Kingston Smith LLP

4 Victoria Square
St Albans
Hertfordshire
AL1 3TF

Date:

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Income and endowments from:							
Donations and legacies	2	5,816	-	5,816	2,963	-	2,963
Charitable activities	4	184,622	-	184,622	177,067	-	177,067
Investments	3	1,768	-	1,768	1,808	-	1,808
Total		192,206	-	192,206	181,838	-	181,838
Expenditure on:							
Charitable activities	6	184,151	24,403	208,554	162,895	18,756	181,651
Raising funds	5	2,493	-	2,493	2,264	-	2,264
Total		186,644	24,403	211,047	165,159	18,756	183,915
Net gains/(losses) on investments	9	50,906	-	50,906	(968)	-	(968)
Transfers between funds	14	(47,297)	47,297	-	(81,859)	81,859	-
Net movement in funds		9,171	22,894	32,065	(66,148)	63,103	(3,045)
Reconciliation of funds:							
Total funds brought forward		573,038	932,357	1,505,395	639,186	869,254	1,508,440
Total funds carried forward	14	582,209	955,251	1,537,460	573,038	932,357	1,505,395

The Statement of Financial Activities includes all gains and losses recognised in the year and all income and expenditure derive from continuing activities.

BALANCE SHEET AS AT 31 AUGUST 2016

	Note	2016 £	2015 £
Fixed assets:			
Tangible assets	8	950,501	931,557
Investments	9	418,859	367,953
		<u>1,369,360</u>	<u>1,299,510</u>
Current assets:			
Stocks	10	2,286	1,254
Debtors	11	36,306	47,766
Cash at bank and in hand		182,152	219,533
		<u>220,744</u>	<u>268,553</u>
Liabilities:			
Creditors: Amounts falling due within one year	12	52,644	34,735
Net current assets		<u>168,100</u>	<u>233,818</u>
Total assets less current liabilities		1,537,460	1,533,328
Provisions for liabilities	13	-	27,933
Total net assets		<u>1,537,460</u>	<u>1,505,395</u>
The funds of the charity:			
Unrestricted funds	14	582,209	573,038
Restricted funds	14		
Revaluation reserve		-	847,553
St Albans Youth Music Theatre (SAYMT)		4,750	4,750
Tangible fixed asset reserve		950,501	80,054
Total funds		<u>1,537,460</u>	<u>1,505,395</u>

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within part 15 of the Companies Act 2006, and with the Financial Reporting Standards for Smaller Entities (effective January 2015).

Approved by the Board of Trustees signed on its behalf by:

.....
M Goodman - Trustee

.....
P Hale - Trustee

.....
Date

.....
Date

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities issued on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

Going concern

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of the approval of these financial statements. In particular, the trustees have considered the charity's forecasts and projections and have taken account of pressures on fee income. After making enquiries, the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

Critical accounting judgements

There are no judgements, estimates or assumptions that affect the amounts recognised in the financial statements.

Incoming resources

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of receipt.

Voluntary income including donations, gifts and grants that provide core funding and are of a general nature. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in a future accounting period; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Donations include income from fundraising activities together with unsolicited income. Income from charitable activities is recognised as earned (as related goods and services are provided). Investment income is recognised on a receivable basis.

Deferred income

A provision for deferred income is made where the income is received in the year but can only be recognised for the next financial year and can be reliably measured at the balance sheet date.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Costs are allocated between categories on a direct basis. Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer will be required in settlement and the amount of the obligation can be measured reliably.

Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund.

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2016**Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

- Long leasehold - in accordance with the property
- Technical and other equipment - 33% on reducing balance

The charity has taken advantage of the transitional arrangements to SORP 2015 to adopt the revaluation under previous UK GAAP as deemed cost for its leasehold property.

Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. Realised and unrealised investment gains are reflected in the Statement of Financial Activities.

Legal status

The charity is incorporated as a company limited by guarantee and is registered with the Charity Commission. The members of the company have undertaken to contribute up to their guarantee of £10 each towards the liabilities of the company, in the event that it is wound up whilst they are, or within one year of being, members.

2 Donations and Legacies

	2016	2015
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Donations	5,316	2,963
Legacies	500	-
	<u>5,816</u>	<u>2,963</u>

3 Income from investments

	2016	2015
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Deposit account interest	<u>1,768</u>	<u>1,808</u>

4 Income from charitable activities

	2016	2015
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Ticket and programme sales	104,104	98,601
Income from visiting companies, hire of premises and of stage properties and wardrobe items	31,599	31,543
Members' subscriptions	11,357	11,250
Bar and refreshment sales	<u>37,562</u>	<u>35,673</u>
	<u>184,622</u>	<u>177,067</u>

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2016

5 Expenditure on Raising Funds	2016	2015
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Newsletter/Prompt Corner	1,957	1,937
Club activities	536	327
	<u>2,493</u>	<u>2,264</u>
6 Expenditure on Charitable Activities	2016	2015
	Unrestricted	Unrestricted
	Funds	Funds
	£	£
Costs directly attributable to charitable activities		
Productions	14,338	14,353
Other production costs	474	585
Marketing and programmes	18,158	15,075
Bar and refreshments	17,458	15,944
Support and governance costs		
Theatre buildings maintenance	16,965	13,182
Theatre services and utilities	33,172	33,308
Stage, sound and lighting equipment	14,737	6,637
Insurance	9,992	10,293
Box office, internet sales and computers	14,004	14,858
Salary and national insurance	26,824	27,547
Other running costs and administrative expenses	7,599	7,928
Theatre development costs	6,650	-
Auditors fees	3,780	3,185
	<u>184,151</u>	<u>162,895</u>
	Restricted	Restricted
	Funds	Funds
	£	£
Support and governance costs		
Depreciation	24,403	18,756
	<u>24,403</u>	<u>18,756</u>
7 Staff costs	2016	2015
	£	£
Staff expenses includes the following employee costs:		
Wages and salaries	26,194	27,171
Social security costs	630	376
	<u>26,824</u>	<u>27,547</u>

No employee received benefits in excess of £60,000 (2015: Nil)

The average number of employees during the year was 1 (2015: 1)

Key management personnel are considered to be the trustees and the theatre manager. The total employee benefits of the Charity's key management personnel was £26,824 (2015: £27,547).

No trustees received any remuneration for their services during the year (2015: £Nil). During the year travel expenses of £12 were reimbursed to one trustee (2015: £Nil).

The Abbey Theatre Trust has about three hundred members at any one time. In both 2015/16 and 2014/15 a large majority have been actively involved in productions, both on stage and behind the scenes, and/or in invaluable front-of house and support activities.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2016**8 Tangible fixed assets**

	Long Leasehold	Technical & Other Equipment	Total
	£	£	£
Cost as at 1 September 2015	1,186,662	170,131	1,356,793
Additions	-	43,347	43,347
Cost as at 31 August 2016	<u>1,186,662</u>	<u>213,478</u>	<u>1,400,140</u>
Accumulated depreciation brought forward	282,993	142,243	425,236
Charge for the year	18,073	6,330	24,403
Accumulated depreciation carried forward	<u>301,066</u>	<u>148,573</u>	<u>449,639</u>
Net book value as at 1 September 2015	<u>903,669</u>	<u>27,888</u>	<u>931,557</u>
Net book value as at 31 August 2016	<u>885,596</u>	<u>64,905</u>	<u>950,501</u>

9 Fixed asset investments

	£
Market and Net book value as at 6th April 2015	367,953
Revaluations	50,906
Market and Net book value as at 5th April 2016	<u>418,859</u>

All investments are UK listed investments, they are held to provide investment income to the charity.

10 Stocks

	2016 £	2015 £
Refreshments and bar stock	<u>2,286</u>	<u>1,254</u>

11 Debtors

	2016 £	2015 £
Trade debtors	3,471	2,905
Prepayments and accrued income	8,792	16,031
Fixed asset deposits	17,626	27,933
VAT debtor	6,417	897
	<u>36,306</u>	<u>47,766</u>

12 Creditors

	2016 £	2015 £
Accruals and deferred income	8,266	23,031
Deferred income from advance ticket sales	3,103	3,377
Deferred income from advance membership subscriptions	2,768	6,345
Deferred income from advance hires	941	-
Fixed asset provisions	17,626	-
Social security and other taxes	841	828
Other creditors	19,099	1,154
	<u>52,644</u>	<u>34,735</u>

13 Provisions

	2016 £	2015 £
Provision for studio heating	-	27,933

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2016

14 Statement of funds	Balance at 01-Sep-15	Movement in resources		Transfers	Balance at 31-Aug-16
	£	Income	Expenditure	£	£
Unrestricted funds		£	£	£	
General fund	168,038	243,112	(179,994)	(47,297)	183,859
Operating reserve	50,000	-	-	-	50,000
Development reserve	315,000	-	(6,650)	-	308,350
Repairs and renewals	40,000	-	-	-	40,000
	<u>573,038</u>	<u>243,112</u>	<u>(186,644)</u>	<u>(47,297)</u>	<u>582,209</u>
Restricted funds					
Revaluation reserve	847,553	-	(16,951)	(830,602)	-
Tangible fixed asset reserve	80,054	-	(7,452)	877,899	950,501
St Albans Youth Music Theatre (SAYMT)	4,750	-	-	-	4,750
	<u>932,357</u>	<u>-</u>	<u>(24,403)</u>	<u>47,297</u>	<u>955,251</u>
Total funds	<u><u>1,505,395</u></u>	<u><u>243,112</u></u>	<u><u>(211,047)</u></u>	<u><u>-</u></u>	<u><u>1,537,460</u></u>

Purpose of funds**General Reserve**

The General fund represents funds that are readily available for use and not allocated to a specific purpose.

Development Reserve

The trustees have agreed to set aside amounts from annual surpluses to build substantial funds towards major developments to the theatre's infrastructure.

Operating Reserve

The operating reserve exists to enable the company's operating costs to be covered for 12 months should its theatre facilities be not available for any reason. The trustees have assessed that £50,000 is the appropriate level at which to maintain this reserve.

Repairs and Renewals Reserve

The repair and renewal reserve exists to fund future major refurbishment work and emergency repairs.

Revaluation Reserve

The revaluation reserve represented the difference between the valuation and cost of the Trust's assets. This was being written off over the life of the underlying assets, however it has now been transferred to the tangible fixed asset reserve.

St. Albans Youth Music Theatre Reserve

This reserve represents the value of the endowment, when this group came under the wing of the Abbey Theatre. It will be used when required towards exceptional show costs incurred by SAYMT.

Tangible Fixed Asset Reserve

The funds relating to the tangible fixed assets are classified as restricted, as they are required for use for the purposes of the Charity.

15 Analysis of net assets between funds

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total 2015 £
Tangible fixed assets	-	950,501	950,501	931,557
Fixed asset investments	418,859	-	418,859	367,953
Current assets	198,368	22,376	220,744	268,553
Creditors due within one year	(35,018)	(17,626)	(52,644)	(34,735)
Provisions	-	-	-	(27,933)
Total	<u><u>582,209</u></u>	<u><u>955,251</u></u>	<u><u>1,537,460</u></u>	<u><u>1,505,395</u></u>

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2016

16 Lease commitments

Below are the aggregate amounts payable under operating leases expiring in:

	2016 £	2015 £
Two to five years	<u>634</u>	<u>793</u>

17 Capital commitments

During the year a contract was signed for the replacement of the boilers in the main theatre building at a cost of £38,260. The new boilers were to be installed during the late summer but had not been delivered by the end of the financial year.

18 Financial commitments

In August the Trustees commissioned Haworth Tompkins, a firm of architects specialising in theatre buildings, to prepare a feasibility study for the further development of the Abbey Theatre for a fee of £11,000 payable on completion in November 2016. That amount will be charged to the Development Reserve when paid.

19 Related party transactions

During the year the charitable company did not have any related party transaction.