

REGISTERED COMPANY NUMBER: 01114273 (England and Wales)

REGISTERED CHARITY NUMBER: 266038

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2017
FOR
BATH ARTS WORKSHOP LIMITED

CHARITY COMMISSION
FIRST CONTACT

15 DEC 2017

ACCOUNTS
RECEIVED

Berkeley Hall Marshall Limited
6 Charlotte Street
Bath
BA1 2NE

BATH ARTS WORKSHOP LIMITED

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 12
Detailed Statement of Financial Activities	13 to 14

BATH ARTS WORKSHOP LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

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 2017. 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 applicable in the UK and Republic of Ireland (FRS 102) (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:

- implemented the third year of the 2014-17 Business Plan
- secured an additional three-year commission to provide costumed interpretation at the Roman Baths
- secured a Heritage Lottery Grant to start a major project working on First World War historical interpretation with local young people
- the company furthered international touring with gigs in USA and United Arab Emirates.
- culmination of the project ("DNA") that supported work in deprived areas of BNES
- Cultural Destinations South West enabled us to develop performances to work with the tourism sector
- collaborated with Guildford School of Acting, Bath Festivals Trust, Bath Fringe Festival, Jane Austen Festival
- developed links for future collaborative work
- staff changes: the company employed another 5 new actors.
- started a process of improvements and renovations to the building
- hired out more 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
- Heritage Lottery Fund
- 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.

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 2017

RESERVES

The trustees have decided that a minimum of £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. However with major capital costs ahead (we foresee the purchase of a new van) we are increasing the reserves to allow an additional £25,000 on capital expenditures.

At the end of the year, the charity had unrestricted net current assets of £147,232.

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

M R Fineman	
S M Vick	- resigned 4.10.17
A D Wright	
L Rodgers	- resigned 5.9.16
S A Mccluskey	
R G Lister	
O J Norton	- appointed 20.7.17
D J Looman	- appointed 23.8.17
V F Hitchman	- appointed 8.9.17

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.

BATH ARTS WORKSHOP LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

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

The financial statements of the charity for the year ended 31 March 2017 show a surplus of £74,811. This includes the value of a substantial insurance claim, shown as 'other income'. The claim was used to pay for a new lift and other improvements with in the building.

During the year, the company received £1,557 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 2017-18 financial year including the depreciation of the building and fixed assets.

Approved by order of the board of trustees on 6 December 2017 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 2017 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 applicable in the UK and Republic of Ireland (FRS 102) (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.



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

6 December 2017

BATH ARTS WORKSHOP LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted fund £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		6,558	13,852	20,410	12,408
Charitable activities					
Performing income		240,023	-	240,023	275,219
Other trading activities	2	47,716	-	47,716	41,712
Investment income	3	26	-	26	28
Other income		81,705	-	81,705	-
Total		376,028	13,852	389,880	329,367
EXPENDITURE ON					
Raising funds		11,459	-	11,459	9,922
Charitable activities					
Production expenses		161,718	15,536	177,254	195,030
Touring expenses		16,351	429	16,780	19,929
Administration		71,221	933	72,154	77,253
Overheads		33,980	2,404	36,384	17,322
Other	4	1,038	-	1,038	1,263
Total		295,767	19,302	315,069	320,719
NET INCOME/(EXPENDITURE)		80,261	(5,450)	74,811	8,648
RECONCILIATION OF FUNDS					
Total funds brought forward		734,041	130,043	864,084	855,436
TOTAL FUNDS CARRIED FORWARD		814,302	124,593	938,895	864,084

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

BATH ARTS WORKSHOP LIMITED

BALANCE SHEET AT 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted fund £	2017 Total funds £	2016 Total funds £
FIXED ASSETS					
Tangible assets	9	705,260	101,705	806,965	730,590
CURRENT ASSETS					
Debtors	10	18,044	-	18,044	45,674
Cash at bank and in hand		99,746	22,887	122,633	108,547
		<u>117,790</u>	<u>22,887</u>	<u>140,677</u>	<u>154,221</u>
CREDITORS					
Amounts falling due within one year	11	(8,747)	-	(8,747)	(20,727)
NET CURRENT ASSETS		<u>109,043</u>	<u>22,887</u>	<u>131,930</u>	<u>133,494</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>814,303</u>	<u>124,592</u>	<u>938,895</u>	<u>864,084</u>
NET ASSETS		<u><u>814,303</u></u>	<u><u>124,592</u></u>	<u><u>938,895</u></u>	<u><u>864,084</u></u>
FUNDS	12				
Unrestricted funds:					
General fund				147,232	138,041
Designated fund				667,071	596,000
				<u>814,303</u>	<u>734,041</u>
Restricted funds				124,592	130,043
TOTAL FUNDS				<u><u>938,895</u></u>	<u><u>864,084</u></u>

The notes form part of these financial statements

BATH ARTS WORKSHOP LIMITED

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 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.

The financial statements were approved by the Board of Trustees on 6 December 2017 and were signed on its behalf by:

M R Fineman -Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' 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.

Improvements to property	- 2% on cost
Motor vehicles	- 25% on reducing balance
Equipment	- 25% on reducing balance

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.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

BATH ARTS WORKSHOP LIMITED**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017****2. OTHER TRADING ACTIVITIES**

	2017	2016
	£	£
Sundry income	<u>47,716</u>	<u>41,712</u>

3. INVESTMENT INCOME

	2017	2016
	£	£
Bank interest received	<u>26</u>	<u>28</u>

4. OTHER

	2017	2016
	£	£
Accountancy	525	750
Independent examination	500	500
Sundries	13	13
	<u>1,038</u>	<u>1,263</u>

5. NET INCOME/(EXPENDITURE)

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

	2017	2016
	£	£
Depreciation - owned assets	<u>16,591</u>	<u>13,854</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

BATH ARTS WORKSHOP LIMITED**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017****7. STAFF COSTS**

Staff costs :

	2017 £	2016 £
Salaries and fees	240,173	223,337
Social security costs	3,097	3,333
Total	243,270	226,670

The average weekly number of employees during the year, including the services of performers who retained reserved self-employed status, was 47 part time and 2 full time (2016 - 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 £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,352	11,056	12,408
Charitable activities			
Performing income	271,669	3,550	275,219
Other trading activities	41,712	-	41,712
Investment income	28	-	28
Total	314,761	14,606	329,367
EXPENDITURE ON			
Raising funds	9,922	-	9,922
Charitable activities			
Production expenses	182,162	12,868	195,030
Touring expenses	19,390	539	19,929
Administration	74,357	2,896	77,253
Overheads	17,322	-	17,322
Other	1,263	-	1,263
Total	304,416	16,303	320,719
NET INCOME/(EXPENDITURE)	10,345	(1,697)	8,648
RECONCILIATION OF FUNDS			
Total funds brought forward	723,696	131,740	855,436
TOTAL FUNDS CARRIED FORWARD	734,041	130,043	864,084

BATH ARTS WORKSHOP LIMITED

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2017**

9. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £
COST			
At 1 April 2016	650,000	144,792	-
Additions	-	90,116	2,850
At 31 March 2017	650,000	234,908	2,850
DEPRECIATION			
At 1 April 2016	54,000	16,069	-
Charge for year	9,000	4,698	-
At 31 March 2017	63,000	20,767	-
NET BOOK VALUE			
At 31 March 2017	587,000	214,141	2,850
At 31 March 2016	596,000	128,723	-
	Motor vehicles £	Equipment £	Totals £
COST			
At 1 April 2016	17,075	116,224	928,091
Additions	-	-	92,966
At 31 March 2017	17,075	116,224	1,021,057
DEPRECIATION			
At 1 April 2016	16,133	111,299	197,501
Charge for year	236	2,657	16,591
At 31 March 2017	16,369	113,956	214,092
NET BOOK VALUE			
At 31 March 2017	706	2,268	806,965
At 31 March 2016	942	4,925	730,590

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade debtors	12,597	41,137
Prepayments	5,447	4,537
	18,044	45,674

BATH ARTS WORKSHOP LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2017

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Trade creditors	(2)	2,523
Social security and other taxes	1,717	1,633
VAT	5,021	10,560
Other creditors	654	3,931
Accrued expenses	1,357	2,080
	<u>8,747</u>	<u>20,727</u>

12. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds			
General fund	138,041	9,191	147,232
Designated fund	596,000	71,071	667,071
	<u>734,041</u>	<u>80,262</u>	<u>814,303</u>
Restricted funds			
Restricted funds	130,043	(5,451)	124,592
	<u>864,084</u>	<u>74,811</u>	<u>938,895</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	294,323	(285,132)	9,191
Designated fund	81,705	(10,634)	71,071
	<u>376,028</u>	<u>(295,766)</u>	<u>80,262</u>
Restricted funds			
Restricted funds	13,852	(19,303)	(5,451)
	<u>389,880</u>	<u>(315,069)</u>	<u>74,811</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

BATH ARTS WORKSHOP LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 £	2016 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,560	1,351
Grants	18,850	11,057
	20,410	12,408
Other trading activities		
Sundry income	47,716	41,712
Investment income		
Bank interest received	26	28
Charitable activities		
Performance fees	240,023	275,219
Other income		
Insurance receipt	81,705	-
Total incoming resources	389,880	329,367
EXPENDITURE		
Raising donations and legacies		
Administration staff fees	11,459	9,922
Charitable activities		
Administration staff fee	61,839	56,224
Social security	3,097	3,333
Pensions	507	-
Rates and water	2,080	1,972
Insurance	8,090	8,103
Light and heat	4,149	1,399
Telephone	1,474	1,618
Stationery and printing	1,423	1,087
General publicity	1,572	381
Sundries	-	9
Performer fees	154,910	162,141
Other production fees	7,109	11,259
Costume and props	13,949	19,322
Misc running costs	1,286	618
Travelling	8,637	8,563
Accommodation	2,983	4,985
Subsistence	1,771	3,308
Vehicle maintenance	1,159	1,776
Vehicle insurance	760	600
Vehicle leasing and hire	1,283	522
Subscriptions	20	35
Carried forward	278,098	287,255

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 2017**

	2017 £	2016 £
Charitable activities		
Brought forward	278,098	287,255
Sundries	1,405	3,231
Cleaning	2,842	2,284
Repairs and renewals	2,867	1,920
Freehold property	9,000	9,000
Improvements to property	4,699	2,896
Depreciation	2,892	1,958
Bank charges	769	990
	<u>302,572</u>	<u>309,534</u>
Other		
Accountancy	525	750
Independent examination	500	500
Sundries	13	13
	<u>1,038</u>	<u>1,263</u>
Total resources expended	315,069	320,719
Net income	<u>74,811</u>	<u>8,648</u>