Theatre in the Quarter Trustees Annual Report

2016-17

THEATRE IN THE QUARTER

Charity Registration No: 1129316 Company Registration Number: 5697760 Address for correspondence: Theatre in The Quarter 27 Cambrian Road Chester CH1 4HT

The Company address is:

2 Vicars Lane Chester CH1 1QU www.theatreinthequarter.co.uk

TRUSTEES AND DIRECTORS OF THE COMPANY

N. Dykes V.J Griffiths Pearson John Fryett A.T Jones B.C. Pearson (Chairman) Sally Buttifant

STRUCTURE, GOVERNANCE AND MANAGEMENT

Theatre in The Quarter is a charitable company limited by guarantee. It is governed by its Memorandum and Articles of Association. Its purpose, as set out in its governing documents is:

"To promote, maintain, improve and advance education, particularly by the production of plays and the encouragement of the arts of drama, music, singing and dance." The directors of the company are also the trustees of the charity. The Board meets several times a year to oversee the charity's work. The day to day management of the company is carried out by the Artistic Director, with the close involvement of board members. Trustees are appointed by the agreement of a meeting of the existing trustees. In appointing new trustees, we look for individuals with the requisite skills to help develop and sustain our work. The chairman holds an induction meeting with new trustees to familiarize them with the charity's aims, activities and procedures, and they are given a copy of the Charity Commission's leaflet 'The Essential Trustee.'

THE COMPANY'S WORK AND AIMS

Theatre in the Quarter is a professional and community theatre company based in Chester. It commissions and stages original music drama which draws inspiration from the lives and experiences of the people of Chester and surrounding areas. Cast members include young people, adult members of the community and professional actors and musicians; the production team is always made up of professionals. Since the closing of the Gateway Theatre, Chester has been without a dedicated performance space. Consequently, we have had to pioneer the use of non-theatrical spaces for our productions. Although this adds significantly to the practical problems we face, it has had the happy result of obliging us to take our work to audiences, rather than them having to come to us. We have been very successful in this, mounting shows in churches, community centres, school and village halls around Chester, Cheshire and beyond. Through our productions and through creating formal and informal partnerships with other local groups and organisations (residents' associations, schools, churches, University of Chester, etc.) we make a significant contribution to creating and sustaining community cohesion and sense of identity and to building social capital. We aim to provide opportunities for the development of cross-cultural and inter-generational understanding and community cohesion through live theatre, involving people who might otherwise be unlikely to become involved in the arts. We provide opportunities for exchanging and sharing skills, both technical and social, a development route stretching from children's theatre, through to professional performance. Thus, not only will children and young people be able to develop skills in all aspects of musical theatre up to professional standards, but opportunities will be available for professionals to develop skills in youth and community theatre. Our activities are reliant on grants and charges for our performances. In setting these charges, we seek to ensure that our performances are accessible to those on low incomes. In planning our work, the trustees have paid due regard to the Charity Commission's guidance on public benefit, including the guidance on charging, in line with their duty under section 4 of the Charities Act 2006

OUR WORK THIS YEAR

The hostile funding environment in the arts continued to affect the company. Once again funding problems limited our activities and we we unable to mount our usual professional production this year. However, the young people's and community engagement sides of our company continued to flourish. In April, TIQ's artistic director once again directed the Chester City Passion [in partnership with Chester Mystery Plays and Churches Together in Chester], an open air event involving hundreds of local residents. Jigsaw and Quartz {our young people's companies] devised and performed enthusiastically received productions - Rudolph the Rednosed Reindeer and Before a Fall [inspired by the myth of Icarus] respectively. Rewind, the young people's group we run in Blacon in partnership with Avenue Services and Cheshire Dance, delivered two shows: The Olympic Torch and The Night Before Christmas. A week-long summer school for young people took place in the school holiday period. In September we presented a pilot performance of For the Fallen, in commemoration the the Great War. Christmas concerts at St Mary's Creative Space Involved students from many local schools. All this work honoured Theatre in the Quarter's strong commitment to encouraging and enabling public participation in the arts.

Much time was taken up during the year in drafting an application to Arts Council England for National Portfolio status, a bid which proved ultimately unsuccessful.

FINANCE

Reserves at the end of the financial year stood at £24,605. In line with Arts Council England's guidance, the trustees aim to develop a reserve equivalent to 3 months' operating costs with a view to ensuring that the charity has a limited level of operating capital, principally to support cash flow. This would also allow the charity to invest in future product, for example commissioning a script for a new play, in advance of funding having been committed.

Brian Pearson Chairman Theatre in The Quarter

REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017 FOR

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THEATRE IN THE QUARTER LIMITED

McLintocks Partnership Limited Chartered Accountants 2 Hilliards Court Chester Business Park Chester Cheshire CH4 9PX

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 11
Reconciliation of Income and Expenditure	12
Reconciliation of Funds	13 to 14
Detailed Statement of Financial Activities	15

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

To promote, maintain, improve and advance education particularly by the production of plays and the encouragement of the arts of drama , music, singing and dance .

In shaping its objectives for the year and planning its activities, the trustees have considered the Charity Commission's Guidance on public benefit, including the guidance on public benefit and fee charging. The theatre relies on grants and the income from fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of the theatre for those on low incomes.

The strategies employed to achieve the aims and objectives are to :

-present a broad range of theatre productions for the enjoyment and education of the local community;

-offer opportunities for a broad range of people to get involved in arts activity; -provide facilities for artists to develop

Significant activities

The hostile funding environment in the arts continued to affect the company. Once again funding problems limited our activities and we unable to mount our usual professional production this year. However, the young people's and community engagement sides of our company continued to flourish. In April, TIQ's artistic director once again directed the Chester City Passion [in partnership with Chester Mystery Plays and Churches Together in Chester], an open-air event involving hundreds of local residents. Jigsaw and Quartz {our young people's companies] devised and performed enthusiastically received productions - Rudolph the Red-nosed Reindeer and Before a Fall [inspired by the myth of Icarus] respectively. Rewind, the young people's group we run in Blacon in partnership with Avenue Services and Cheshire Dance, delivered two shows: The Olympic Torch and The Night Before Christmas. A week-long summer school for young people took place in the school holiday period. In September we presented a pilot performance of For the Fallen, in commemoration of the Great War. Christmas concerts at St Mary's Creative Space Involved students from many local schools. All this work honoured Theatre in the Quarter's strong commitment to encouraging and enabling public participation in the arts.

Much time was taken up during the year in drafting an application to Arts Council England for National Portfolio Status and the Board wishes to thank all who gave their time and energy to this task.

REPORT OF THE TRUSTEES for the Year Ended 31 March 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Theatre in the Quarter has a commitment to encouraging and enabling public participation in the arts. As noted above, this year our efforts were focussed very strongly upon productions that actively involved community members of all ages. For example, the Chester City Passion actively involved hundreds of local people in the performance and attracted an audience of several thousand. Our children's and young people's companies, Jigsaw and Quartz and Rewind continued to be active throughout year.

FINANCIAL REVIEW

Reserves policy

The board of trustees has agreed to hold a cashflow reserve amounting to no more than three months expenditure except where monies are held for specific purposes.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Trustees are appointed by the members at a general meeting as and when new or replacement skills are required. During the year two trustees stood down at the Annual General Meeting and were re-elected.

Organisational structure

The board of trustees is elected by the annual general meeting. The board meets four to six times a year and more frequently as required. The board carries full responsibility for the organisation delegating day to day management of activities to its artistic director and business manager.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number 05697760 (England and Wales)

Registered Charity number 1129316

Registered office

2 Vicars Lane Chester Cheshire CH1 1QU

Trustees

V J Griffiths Pearson A T Jones B C Pearson N K Dykes J Fryett Ms S A Buttifant

REPORT OF THE TRUSTEES for the Year Ended 31 March 2017

REFERENCE AND ADMINISTRATIVE DETAILS Company Secretary

A T Jones

Independent examiner

Caroline Blake FCCA McLintocks Partnership Limited **Chartered Accountants** 2 Hilliards Court **Chester Business Park** Chester Cheshire CH4 9PX

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 20 December 2017 and signed on its behalf by:

On.

B C Pearson - Trustee

Independent examiner's report to the trustees of Theatre In The Quarter Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2017.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

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Caroline Blake FCCA McLintocks Partnership Limited Chartered Accountants 2 Hilliards Court Chester Business Park Chester Cheshire CH4 9PX

20 December 2017

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2017

INCOME AND ENDOWMENTS FROM Donations and legacies Charitable activities Theatre Production	Uni Notes	restricted fund £ 827 15,236	Restricted funds £ 2,317 98,091	2017 Total funds £ 3,144 113,327	2016 Total funds £ 18,965 84,280
Investment income	2	3	-	3	9
Total		16,066	100,408	116,474	103,254
EXPENDITURE ON Charitable activities Theatre Production		31,497	81,547	113,044	97,265
NET INCOME/(EXPENDITURE)		(15,431)	18,861	3,430	5,989
RECONCILIATION OF FUNDS					
Total funds brought forward		20,846	329	21,175	15,186
TOTAL FUNDS CARRIED FORWARD		5,415	19,190	24,605	21,175

CONTINUING OPERATIONS

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities .

The notes form part of these financial statements

BALANCE SHEET At 31 March 2017

	Unre Notes	estricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
FIXED ASSETS Tangible assets	6	1	-	1	1
CURRENT ASSETS Cash at bank		7,996	19,190	27,186	21,174
CREDITORS Amounts falling due within one year		(2,582)	-	(2,582)	-
NET CURRENT ASSETS		5,414	19,190	24,604	21,174
TOTAL ASSETS LESS CURRENT LIABILITIES		5,415	19,190	24,605	21,175
NET ASSETS		5,415	19,190	24,605	21,175
FUNDS Unrestricted funds Restricted funds TOTAL FUNDS	8			5,415 19,190 24,605	20,846 329 21,175

The notes form part of these financial statements

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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 20 December 2017 and were signed on its behalf by:

B C Pearson -Trustee

The notes form part of these financial statements

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 the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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 - 20% on cost

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2017

2. INVESTMENT INCOME

	2017 £	2016 £
Deposit account interest	3	9

3. NET INCOME/(EXPENDITURE)

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

	2017 £	2016 £
The auditing of accounts of any associate of the charity	390	360
Depreciation - owned assets	-	589

4. 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.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies Charitable activities	18,529	436	18,965
Theatre Production	13,654	70,626	84,280
Investment income	9		9
Total	32,192	71,062	103,254
EXPENDITURE ON Charitable activities Theatre Production	25,067	72,198	97,265
Total	25,067	72,198	97,265
NET INCOME/(EXPENDITURE)	7,125	(1,136)	5,989

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2017

5.	COMPARATIVES FOR THE STATEMENT OF FINAM ເ	NCIAL ACTIN Jnrestricted fund £	/ITIES - conti Restricted funds £	Total funds
	RECONCILIATION OF FUNDS	£.	t.	£
	Total funds brought forward	13,721	1,465	15,186
	TOTAL FUNDS CARRIED FORWARD	20,846	329	21,175
6.	TANGIBLE FIXED ASSETS			Plant and machinery
	COST At 1 April 2016 and 31 March 2017			£ 2,950
	DEPRECIATION At 1 April 2016 and 31 March 2017			2,949
	NET BOOK VALUE At 31 March 2017			1
	At 31 March 2016			1
7.	LOANS			
	An analysis of the maturity of loans is given below:			
	Amounts falling due within one year on demand:		2017 £	2016 £
	Bank overdraft		2,582	-

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NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 March 2017

8. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds General fund	20,846	(15,431)	5,415
Restricted funds Jigsaw Music Theatre Restricted grants	329 329	2,187 16,674 18,861	2,516 16,674
TOTAL FUNDS	21,175	3,430	24,605

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	16,066	(31,497)	(15,431)
Restricted funds Jigsaw Music Theatre Restricted grants	14,722 85,686	(12,535) (69,012)	2,187 16,674
	100,408	(81,547)	18,861
TOTAL FUNDS	116,474	(113,044)	3,430

The unrestricted funds are available to be spent for any purpose of the charity .

The restricted income from the Arts Council and the Chester West and Cheshire Council were used on the programme of theatre productions agreed to be performed in the period. The restricted income from ChesterBid, Avenue Services and Chester University was for community theatre work with children from Blacon.

The restricted income from New Homes Bonus administered by Cheshire West and Cheshire Council was seating and lighting at St Marys Creative space . Of this £ 13325.75 was spent during the year and £16674.25 carried forward .

9. RELATED PARTY DISCLOSURES

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

RECONCILIATION OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2016

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
INCOME AND ENDOWMENTS FROM		-		
Donations and legacies		18,965	-	18,965
Charitable activities		84,280	-	84,280
Investment income		9	-	9
Total		103,254	-	103,254
EXPENDITURE ON				
Charitable activities		96,905	360	97,265
OBSOLETE Governance costs		360	(360)	-
NET INCOME/(EXPENDITURE)		5,989	-	5,989

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RECONCILIATION OF FUNDS AT 1 APRIL 2015 (DATE OF TRANSITION TO FRS 102)

	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
		-	-	-
TOTAL ASSETS LESS CURRENT LIABILITIES	5	-	-	-
			. <u> </u>	<u> </u>
		-	-	-
FUNDS				
TOTAL FUNDS				
			<u> </u>	

RECONCILIATION OF FUNDS AT 31 MARCH 2016

FIXED ASSETS	Notes	UK GAAP £	Effect of transition to FRS 102 £	FRS 102 £
Tangible assets		1	-	1
CURRENT ASSETS Cash at bank		21,174		21,174
NET CURRENT ASSETS		21,174	-	21,174
TOTAL ASSETS LESS CURRENT LIABILITIES	5	21,175	-	21,175
NET ASSETS		21,175		21,175
FUNDS				
Unrestricted funds Restricted funds		20,846 329	-	20,846 329
TOTAL FUNDS		21,175		21,175

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DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2017

	2017 £	2016 £
INCOME AND ENDOWMENTS		
Donations and legacies Donations	3,144	18,965
Investment income Deposit account interest	3	9
Charitable activities Tickets and programmes Grants	27,641 85,686	21,880 62,400
	113,327	84,280
Total incoming resources	116,474	103,254
EXPENDITURE		
Charitable activities Insurance Advertising Production team fees Production costs Plant and machinery	1,502 2,136 93,890 15,126	1,490 3,258 47,348 44,220 589
Support costs Governance costs	112,654	96,905
Auditors' remuneration for non audit work	390	360
Total resources expended	113,044	97,265
Net income	3,430	5,989

This page does not form part of the statutory financial statements

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