

NATIONAL DRAMA
CHARITY NUMBER 1173215
REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD 30th MAY 2017 TO 31st DECEMBER 2017

1. Report of the Board of Trustees
2. Report of the Independent Examiner (Reporting Accountant)
3. Balance Sheet
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5. Notes to the Accounts

ROSIE LACEY
Reporting Accountants
72 Clarence Road
London
N22 8PW

NATIONAL DRAMA
Registered Address: 49 Collier Close, West Ewell, Surrey. KT19. 9JQ

REPORT OF THE BOARD OF TRUSTEES

The board of trustees submit their report with the financial statements for the period 30th May 2017 to 31st December 2017. The financial statements have been prepared in accordance with relevant accounting standards.

PRINCIPAL ACTIVITY

The principal activity of the association is:

- (a) To promote drama in the broadest range of educational contexts as an entitlement for all without distinction of sex, sexual orientation, race, disability or of political, religious or other opinions by associating together all those interested in all aspects of drama in the U.K. and elsewhere.
- (b) To improve the understanding of drama and otherwise, support and represent the interest of all those engaged in drama in such contexts.

STATEMENT OF EXECUTIVE COMMITTEE RESPONSIBILITIES

The board of trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association. They are also responsible for taking reasonable steps for the prevention and detection of fraud and other irregularities.

BOARD OF TRUSTEES

The board of trustees in office during this period were: -

Aine Lark (Chair)
Chris Lawrence (Treasurer)
Konstantina Kalogirou (Secretary)
Alison Warren
Viv Kerridge
Vivienne Lafferty
Zeena Rasheed

This report has been prepared under the relevant accounting standards, and was approved on 23rd August 2018.

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C. Lawrence

C. Lawrence (Treasurer)

NATIONAL DRAMA
REPORT OF THE INDEPENDENT EXAMINER (REPORTING ACCOUNTANTS) TO THE
BOARD OF TRUSTEES OF NATIONAL DRAMA

FOR THE PERIOD 30TH MAY 2017 TO 31ST DECEMBER 2017

RESPECTIVE RESPONSIBILITIES OF THE BOARD OF TRUSTEES AND THE INDEPENDENT EXAMINER (REPORTING ACCOUNTANTS)

The board of trustees are responsible for the preparation of financial statements.

BASIS OF OPINION

We planned and performed our review of the books of account so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the state of the association's affairs as at 31st December 2017, and of its profit for the period ending, and have been properly prepared in accordance with relevant accounting standards.

Rosie Lacey

ROSIE LACEY
Reporting Accountants
72 Clarence Road
London N22 8PW

Dated this 23rd August 2018.

NATIONAL DRAMA

BALANCE SHEET


31st December 2017

	<u>Notes</u>	<u>£</u>
<u>CURRENT ASSETS</u>		
Stock	4	
Cash at bank/in Hand	5	550
Payments in Advance		57,566
		<u>1,870</u>
		<u>59,986</u>
<u>CREDITORS</u>		
Amounts falling due within one year	6	
		<u>350</u>
<u>NET CURRENT ASSETS</u>		<u>59,636</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u><u>59,636</u></u>
<u>RESERVES</u>		
General Fund – 30 th May 2017		
Income and Expenditure Account		56,190
		3,446
<u>SURPLUS</u>		<u><u>59,636</u></u>

BOARD OF TRUSTEES RESPONSIBILITIES

These accounts have been prepared in accordance with the provisions applicable to community associations and charities with the relevant accounting standards.

The accounts were approved by the board on 23rd August 2018, and signed on it's behalf:


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C. Lawrence (Treasurer)

NATIONAL DRAMA

INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD 30TH MAY 2017 TO 31ST DECEMBER 2017

		£
<u>INCOME</u>		
Subscriptions from Members		3,822
Royalties		2,083
Magazine/Journal Subscriptions		2,658
Advertising		3,555
Courses / Events / Conferences		1,666
Stock – 31/12/2017		550
		<hr/> 14,334
 <u>EXPENDITURE</u>		
Stock of Books / Publications – 30/5/2017	600	
Cost of: Printing and design Fees	2,175	
Mailing/Postage	554	
Advertising/Publicity	1,190	
	<hr/> 4,519	
Administration: Fees (Ad Manager)	1,771	
Rent / Room Hire	1,821	
Printing / Stationery	223	
Insurance	280	
Travelling/Subsistence	1,075	
Professional Membership	584	
E-News Expenditure	52	
Bank Charges	29	
Accountancy	175	
Event Selling/PayPal Fees	130	
Website/Computer Expenses	240	
	<hr/> 10,899	
<u>OPERATING PROFIT / (LOSS)</u>		<hr/> 3,435
 Bank Interest received		11
BALANCE TO BALANCE SHEET		<hr/> <hr/> 3,446

NATIONAL DRAMA

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 30TH MAY 2017 TO 31ST DECEMBER 2017.

1. ACCOUNTING POLICIES

1.1 Basis of Accounting

The financial statements are prepared under the historical cost convention

1.2. Income

Income represents the sums received from subscriptions and magazine/journal subscriptions, together with events.

2. INCOME AND EXPENDITURE

The resulting profit is attributable to the general activities of the charity.

3.FIXED ASSETS

There were no fixed asset purchases during the period.

4. STOCK

Residual stock of books, periodicals and magazines are included in the accounts at cost.

5. CASH AT BANK AND IN HAND

	<u>£</u>
CO-OP Community Account	4,913
Lloyds Current Account	784
CO-OP Business Select Account	51,550
PayPal	319
	<u>57,566</u>

6. CREDITORS

Amounts falling due within one year: -

	<u>£</u>
Accountancy	350
	<u>350</u>



National Drama Annual Report 2017 **30th May to 31st December 2017**

Introduction

National Drama, the UK's leading professional association for drama teachers and theatre educators, is dedicated to ensuring that all children and young people have the opportunity to learn about and through drama.

Learning through drama is a natural human process - our brains are 'wired' for it. We recognise it as a powerful pedagogy and a creative process that provides a compelling means of exploration, expression and making meaning. Through it we learn what it is to be a human being.

National Drama is dedicated to the development, promotion and support of Drama and Theatre both in the UK and Internationally. We are an open and inclusive organisation - *One Forum: Many Voices* - and we positively welcome as members all those who are interested in drama and theatre in learning contexts whether in the UK or beyond.

Reference and Admin Details

Charity Number:

1173215

Address

49 Collier Close, West Ewell, Surrey KT19 9JQ

Trustees

Aine Lark (Chair)

Konstantina Kalogirou (Secretary)

Chris Lawrence (Treasurer)

Ali Warren (Secondary Officer)

Viv Kerridge (Further and Higher Education Officer)

Vivienne Lafferty (Trustee)

Zeena Rasheed (Trustee)

Our Financial Support

Account Reviewers: Torrington Lacey, 72 Clarence Road London N22 8PW

Bankers: Co-operative Bank

Lloyds Bank

Structure, Governance and Management

Governing document

National Drama is a Charitable Incorporated Organisation (CIO) governed by its Constitution, a document prepared for and approved by the Charity Commission on 30th May 2017. At this date it became a Charity and was registered with the Charity Commission.

Appointment of Trustees

The Board of Trustees is ordinarily called 'The Executive Committee' and members of the Committee are ordinarily called 'Officers'.

Appointment of Trustees is decided annually by Postal Ballot with the exception of the first AGM where this will be done at a meeting of members. This process will be organised and conducted by the Electoral Reform Services.

Trustee Induction and Support

National Drama has a procedure for appointing new Trustees outside of AGMs and a Code of Conduct for all Trustees to follow. Guidance is provided to new Trustees on these procedures. Trusteeship is viewed as a collective responsibility and support is available to any member of the Executive Committee who requires it.

Organisation

The Board of Trustees, usually known as the National Drama Executive Committee, meets at least four times a year at a time and place agreed by the Trustees.

Each Member of the Executive Committee is an Officer designated for a particular area of responsibility within the organisation. Currently these areas of responsibility are:

1. Chair
2. Secretary
3. Treasurer
4. Vice Chair
5. Membership Officer
6. Publicity and Marketing Officer
7. Publications Officer
8. Conference Officer
9. Primary Education Officer
10. Secondary Education Officer
11. Further and Higher Education Officer
12. Theatre Officer
13. Additional Needs Officer

Election of Officers is normally by Postal Ballot by Single Transferable Vote as outlined above with the exception as noted.

Risk Management

National Drama has developed a number of policies to safeguard the organisation including a Risk Management assessment; Conflict of Interest Policy; Complaints Policy; Safeguarding Policy; Reserves Policy. These are available to any member on request.

Purposes and activities

The objects of National Drama are to advance the art of drama and to advance education in the art of drama for the public benefit.

National Drama has power to do anything that is calculated to further its objects or is conducive or incidental to doing so. In particular, National Drama's powers include power to:

(1) arrange and provide for, either alone or with others, the holding of meetings, lectures, classes, seminars, training courses or other learning opportunities on a local, regional, national or international basis;

(2) collect and disseminate information and ideas on all matters relating to its objects, and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere;

(3) write, procure to be written, print or publish in whatever form, such papers, books, periodicals, pamphlets or other documents, including films, recorded material and computer software, as shall further its objects and to issue or circulate the same whether for payment or otherwise.

Financial Review and Pricing Policy

Pricing

There are four main areas of activity which require attention to levels of pricing:

Membership Fees

Subscriptions for *Drama Magazine* and *Drama Research*

Attendance Fees for Conferences and Events

Charitable financial support for attendance of Members at special Drama events, for example, IDEA.

These should be reviewed on an annual basis in the light of current financial constraints or opportunities.

Reserves Policy

In an endeavour to safeguard finances for at least one year going forward National Drama will seek to maintain a Reserve that is at least equal to the total unrestricted expenditure of the average of the previous three years or £21000, whichever is the greater.

Financial Performance

Income for the period 30th May to 31st December 2017 was £14,334; Expenditure for the same period was £10,888: a balance of £3435. Bank interest was £11= £3446 total. This is an excellent start for our new charity and we hope this will continue into the future. The charity is advantaged in that it is not in a position of paying rent on a building base and has no paid employees; but it must remain vigilant going forward to ensure good financial stewardship in all its activities. See the latest reviewed accounts for full details.

Trustees Responsibilities in relation to the financial statements

The charity trustees are responsible for ensuring that the Charity complies with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns.

The charity trustees are also responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the charity at any time and for preparing financial statements for each year which provide a true and fair view of the state of the charity.

They are also responsible for ensuring that the charity's accounts are submitted for independent review annually and for generally safeguarding the assets of the charity, taking reasonable steps for the prevention and detection of fraud and other irregularities.

Chair's Report

Achievements and Performance: [30 May to 31st December 2017]

One of the major achievements of 2017 has been the attainment of charitable status as a CIO (Charitable Incorporated Organisation) and the devising of a new constitution based on the model for CIOs supplied by the Charity Commission. After a long period of honing the wording of the Constitution to fit our charitable aims our application received final approval of the Charity Commission and National Drama became a charity on 30th May 2017.

The main CPD event was *Designs on Drama* held at the Stratford Manor Hotel on Saturday 11th November 2017. One of the focuses was the technical and design elements of the new Drama GCSE specifications and the session was led expertly by Neil Francis, the Theatre Manager at Kingswood School, Bath. The other session was led by Keith Burt who shared effective assessment and planning at KS3 linked to new 9-1 levels. This was also expertly led and very informative. The event was well attended and well received and several attendees joined National Drama at a special discount rate.

Membership and subscriptions to *Drama* and *Drama Research* remained steady in this period, the financial performance was good and the charity ended the year with a balance of £3446. Further details of the performance of the accounts are available in the Reviewed Accounts document.

Plans for Future

Our first Annual General Meeting as a charity must take place within 18 months of formation so we have needed to consider a date no later than 30th November 2018. This AGM will be unusual for National Drama in that our new Constitution requires that the voting will not be by postal ballot on this occasion but will be live at the event. We are hoping that the occasion will be one of celebration of National Drama's new status and plans are afoot to ensure that this will be the case. We are also going to engage the services of the Electoral Reform Services to conduct the balloting process.

National Drama is also organising a programme of Conferences and one is planned for April 2018 at Homerton College, Cambridge. We are looking forward to making it a success and gaining new members.

We intend for National Drama to maintain its presence at the CfSA (Council for Subject Associations), the Chartered College of Teaching, and in such organisations as BACC for the Future. We have already established dialogue with agencies such as DfE, Ofqual and Ofsted and will continue to develop these relationships. We are also determined to maintain National Drama's international profile by engaging with events organised by IDEA and IDEA Europe.

Overall, we can be optimistic about the future for National Drama which is heartening news.



Áine Lark
Chair of National Drama
30th October 2018