

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP (STEP)
ANNUAL REPORT
Year ended 31 March 2017



Reference and Administrative Details:

Registered Charity Number: 1121201
Date of Registration: 15 October 2007

Company Number: 6069864
Date of Registration: 26 January 2007

Principal Office: c/o London Drama, The Crypt Centre, St Mary Magdalene Church,
Munster Square, London NW1 3PL

Staff (April 2016/March 2017):
There were no paid staff during 2016-17

Directors (April 2016/March 2017):
Martin Ridley ~ CHAIR
Chris Lawrence (Coordinator, London Drama) ~ **TREASURER**
Adam Annand (Associate Director, Creative Learning, London Bubble)
Martine Jean-Baptiste (Freelance – formerly Creative Director)
Jo Sadler-Lovett (Co-Artistic Director, Blue Elephant Theatre)
Suzy Smith (Executive Director, Theatre Peckham)

Advisory Group (April 2016/March 2017):
There was no Advisory Group 2016-17

Objectives and Activities:

STEP – Aims, Values and Objectives

STEP aims to support children and young people to achieve their full potential by bringing together the best in arts and education practice to deliver innovative projects that foster creative learning, build educational attainment and that stimulate personal, social and creative development.

STEP Values:

- Partnership
- Participation
- Creativity
- Diversity
- Professionalism

STEP's objective is to operate as a development agency, working primarily but not exclusively in the London Borough of Southwark, that links the performing arts community with the education and youth sectors to achieve positive outcomes for children and young people. Its operating objectives are:

- To broker and support developmental partnerships between schools, youth provision and theatres and performing arts organisations
- To facilitate the development and delivery of strategically important arts education projects or programmes in association with local or national partners
- To advocate for and support understanding of the ways in which the performing arts contribute to learning and the curriculum
- To advocate for, and promote the best in contemporary arts education practice within and beyond Southwark
- To support opportunities for professional development, skills sharing and networking across the performing arts and education sectors
- To support opportunities for children and young people to experience and enjoy the performing arts for their intrinsic value

Chair's Report:

Overview

In the course of the year, Chair, Martin Ridley, left London for the North East and Chris Lawrence, was voted in as Chair. The main aim of the year was to rebuild the Board of Trustees and this was done with some success; in addition to Chris Lawrence, Suzy Smith, Marine Jean-Baptiste and Jo Sadler-Lovett we added Rob Lehmann (Young Vic), Nyree Mellursh (Shakespeare's Globe) and Siobhan Walsh (Theatre Peckham). An AGM was planned for 2018 to vote in these new people.

STEP Activity

The activity for the year 2016-17 was focused on the Youth Theatre vent. CL had once more successfully applied for funding from Newcomen Collett who provided £1000. The STEP Board sought bids to host the event and the team at Theatre Peckham were successful. It was agreed that STEP would aim to organize another Youth Theatre Showcase in 2018.

Achievements and Performance:

As referred to earlier, with funding limited for April 2016 – March 2017, STEP's activities downsized in scale from previous years. This meant that there was no possibility of organising a third conference; instead it focused on one aspect of its previous programme, the Youth Theatre Showcase.

Youth Theatre Showcase

This presented an opportunity for youth theatres across Southwark to share and critique each other's work.

It was generally agreed that the showcase was a successful event and demonstrated the breadth of imagination and talent of the young people of Southwark.

STEP Year-Long Programme

Primary and Secondary Forums: these had become 'extinct' but an event was organised for Secondary Drama teachers, and Rob Lehmann and Georgia Dale won the bid to organise it and did so in September 2017. It was a great success with three workshop leaders and 24 teachers attending.

Programme areas recommended for development and completion

Young Critics Programme

There was no Young Critics Programme in 2016-17

STEP Website

There had been difficulties with managing the website which in any case needs redeveloping to become a useful instrument for extending STEP's reach in Southwark.

Chris Lawrence
November 2017.

Financial Review:

The year April 2016-17 has been another difficult one for STEP.

STEP's total income for the year 1 April 2016 to 31 March 2017 was a grant of £1000 from Newcomen Collett Foundation for the Youth Theatre event in March 2016.

The main expenditure for STEP during the year has been for the Youth Theatre Programme and the necessary expenditures of insurance and other governance.

STEP will continue to review its financial management policies on a regular basis, ensuring all transactions follow due process with integrity, allowing transparent accounting systems for the organisation and the STEP Board.

The reviewed accounts and balance sheet are on a separate file.



SOUTHWARK THEATRES' EDUCATION PARTNERSHIP (STEP)

FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2017

Charity Registration Number: 1121201

Company Registration Number: 6069864

Torrington Lacey & Co.
Accountants
30 Queens Avenue
London N10 3NR

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP (STEP)

YEAR ENDED 31st MARCH 2017

<u>CONTENTS</u>	<u>PAGE</u>
ADMINISTRATIVE INFORMATION	3
DIRECTORS' REPORT	4
STATEMENT OF DIRECTORS' RESPONSIBILITIES	5
INDEPENDENT EXAMINER'S REPORT	6
PROFIT AND LOSS ACCOUNT	7
BALANCE SHEET	8
NOTES TO THE ACCOUNTS	9
DETAILED INCOME AND EXPENDITURE	10-11

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP (STEP)

ADMINISTRATIVE INFORMATION

YEAR ENDED 31st MARCH 2017

REGISTRATION DETAILS	Southwark Theatres' Education Partnership (STEP) is an incorporated organisation registered as a company limited by guarantee in England and Wales – Company Registration Number: 6069864. Southwark Theatres' Education Partnership (STEOP) is registered as a charity with the Charities Commission – Charity Registration Number 1121201.	
GOVERNING DOCUMENT	Southwark Theatres' Education Partnership (STEP) is an incorporated organisation governed by the Companies Acts 2006 and its Memorandum and Articles of Association.	
BOARD OF DIRECTORS	Martin Ridley Christopher Lawrence Adam Annand Joanne Sadler-Lovett	Chair Treasurer Board Member Board Member
FORMAL ADDRESS	The Crypt Centre St Mary Magdalene Church Munster Square London NW1 3PL	
BANKERS	Business Banking Centre Abbey National House 301 St Vincent Street Glasgow G2 5NB	
INDEPENDENT EXAMINER	Torrington Lacey & Co 30 Queen's Avenue Muswell Hill London N10 3NR	

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP (STEP)

BOARD OF DIRECTORS' REPORT

YEAR ENDED 31st MARCH 2017

PRINCIPAL ACTIVITIES

STEP aims to equalise, extend and deepen the theatre and drama experience of all young people living in Southwark through the development of strategic partnerships between schools, youth and community groups, theatres and performing arts organisations. STEP aims to encourage young people to achieve their full potential through the creative force of theatre and performing arts activities.

STEP's objective is to work closely with Southwark schools, youth and community groups, theatres and performing arts organisations to develop creative approaches to learning and provide innovative projects which stimulate children and young people's personal development and contribute to their educational attainment.

STEP is a development agency which:

- Promotes the work of Southwark theatres and performing arts organisations to the education / youth and community sector;
- Develops and extends partnerships between theatres and performing arts organisations to maximise resources and build on the skills base within the borough;
- Engages in audience development;
- Develops educational partnerships between performing arts organisations and formal and informal provision;
- Works with Southwark Children's Services and schools to embed performance arts in the curriculum, with an emphasis on the Every Child Matters outcomes and Enjoy and Achieve and on the creative development of teachers;
- Works with partners to be at the forefront of innovation in the development of performing and live arts for young people; and
- Aims to be a replicable model for strategic educational performing arts development.



.....
Director : Christopher Lawrence

Date: 4th October 2017

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP (STEP)

YEAR ENDED 31st MARCH 2017

STATEMENT OF DIRECTORS' RESPONSIBILITIES IN RESPECT OF THE DIRECTORS' REPORT AND THE FINANCIAL STATEMENTS

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under the law they have elected to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice).

The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company, and to enable them to ensure that its financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonable open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SOUTHWARK THEATRES' EDUCATION PARTNERSHIP (STEP)

I report on the accounts of the company for the year ended 31st March 2017, which are set out on pages 7 to 11.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. These trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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 43 of the 1993 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

BASIS OF 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 included 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 statement 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 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



TORRINGTON LACEY & Co.
London N10 3NR

Dated this 4th October 2017

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2017

	<u>2017</u>			<u>2016</u>		
	<u>Unrestricted</u>	<u>£</u>	<u>TOTAL</u>	<u>Unrestricted</u>	<u>£</u>	<u>TOTAL</u>
	<u>Fund</u>	<u>Restricted</u>		<u>Fund</u>	<u>Restricted</u>	
		<u>Fund</u>			<u>Fund</u>	
<u>INCOMING RESOURCES</u>						
Voluntary Income	1,000		1,000	1,743		1,743
Investment Income	15		15	24		24
	<u>1,015</u>		<u>1,015</u>	<u>1,767</u>		<u>1,767</u>
<u>RESOURCES EXPENDED</u>						
Direct Charitable Costs	2,934		2,934	377		377
Other Costs	484		484	466		466
	<u>3,418</u>		<u>3,418</u>	<u>843</u>		<u>843</u>
Net Movement in Funds	(2,403)		(2,403)	924		924
Total Funds Brought Forward	(22,616)	30,020	7,404	(23,540)	30,020	6,480
Total Funds Carried Forward	<u>(25,019)</u>	<u>30,020</u>	<u>5,001</u>	<u>(22,616)</u>	<u>30,020</u>	<u>7,404</u>

The Company has no recognised gains or losses other than the results for the year set out above.

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP

BALANCE SHEET

31st MARCH 2017

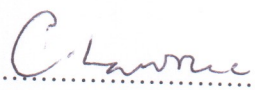
	<u>2015</u> £	<u>2016</u> £
<u>CURRENT ASSETS</u>		
Cash at Bank	<u>5,181</u>	<u>7,824</u>
<u>CURRENT LIABILITIES</u>		
Creditors	<u>(180)</u>	<u>(420)</u>
<u>NET CURRENT ASSETS</u>	5,001	7,404
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>	<u>5,001</u>	<u>7,404</u>
<u>REPRESENTED BY:</u>		
<u>FUNDS</u>		
Unrestricted	(25,019)	(22,616)
Restricted	30,020	30,020
<u>TOTAL FUNDS</u>	<u>5,001</u>	<u>7,404</u>

The Directors consider that for the period ended 31st March 2017 the Company was entitled to the exemption from audit under Section 477 of the Companies act 2006. No member or members have deposited a notice requesting an audit for the current financial period under Section 476 of the Act.

The Directors acknowledge their responsibilities for ensuring that the Company keeps accounting records which comply with Section 386 of the Companies Act 2006 and preparing Financial Statements which give a true and fair view of the state of affairs of the Company as at the end of the financial period and of its profit and loss for the financial period in accordance with the requirements of Section 396 and which otherwise comply with the requirements of the Act relating to Financial Statements, so far as applicable to the Company.

These Financial Statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Financial Statements on pages 7 to 11 were approved by the Board of Directors on the 4th October 2017 and signed on its behalf by

.....

 Director : Christopher Lawrence

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP

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

1. ACCOUNTING POLICIES

1.1. Basis of Preparation of Financial Statements

The Financial Statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Board of Directors' Report and all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for charity accounts.

The charity has taken advantage of the exemption of Financial Reporting Standard No., 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity.

1.2. Grants

1.2.1. Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2. Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3. Restricted Funds

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4. Unrestricted Funds

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

1.5. Designated Funds

Designated funds are restricted funds earmarked by the Board of Directors for particular purposes.

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP

DETAILED INCOME

FOR THE YEAR ENDED 31st MARCH 2017

	<u>2017</u>			<u>2016</u>		
	<u>Unrestricted</u>	<u>£</u>	<u>TOTAL</u>	<u>Unrestricted</u>	<u>£</u>	<u>TOTAL</u>
	<u>Fund</u>	<u>Restricted</u>		<u>Fund</u>	<u>Restricted</u>	
		<u>Fund</u>			<u>Fund</u>	
<u>VOLUNTARY INCOME</u>						
Young Theatre	1,000		1,000			
Conference				1,500		1,500
Donations				142		142
Other Income				101		101
	<u>1,000</u>		<u>1,000</u>	<u>1,743</u>		<u>1,743</u>
<u>INVESTMENT INCOME</u>						
Bank Interest	15		15	24		24
	<u>15</u>		<u>15</u>	<u>24</u>		<u>24</u>
<u>INCOMING RESOURCES</u>	<u>1,015</u>		<u>1,015</u>	<u>1,767</u>		<u>1,767</u>

SOUTHWARK THEATRES' EDUCATION PARTNERSHIP

DETAILED EXPENDITURE

FOR THE YEAR ENDED 31st MARCH 2017

	<u>2017</u>			<u>2016</u>		
	<u>Unrestricted</u>	<u>£</u>	<u>TOTAL</u>	<u>Unrestricted</u>	<u>£</u>	<u>TOTAL</u>
	<u>Fund</u>	<u>Restricted</u>		<u>Fund</u>	<u>Restricted</u>	
		<u>Fund</u>			<u>Fund</u>	
<u>DIRECT CHARITABLE COSTS</u>						
Youth Theatre Expenses	1,385		1,385			
Young Critics	410		410			
Website	0		0	144		144
Event expenses	1,126		1,126	220		220
Sundry Expenses	13		13	13		13
	<u>2,934</u>		<u>2,934</u>	<u>377</u>		<u>377</u>
<u>OTHER COSTS</u>						
Accountancy	180		180	180		180
Insurance	304		304	286		286
RESOURCES EXPENDED	<u>484</u>		<u>484</u>	<u>843</u>		<u>843</u>

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TORRINGTON LACEY & Co.
London N10 3NR

Dated this 4th October 2017