REGISTERED IN ENGLAND COMPANY NO 3141293

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WEST ACRE ARTS FOUNDATION LIMITED (LIMITED BY GUARANTEE)

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2018

REGISTERED CHARITY NO 1057258

INFORMATION

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Trustees	W G S Smith M G Hickey A Birkbeck H C Birkbeck D A Connor I A F Dupont E C Forbes M E Forbes L Morlaas R W Pennington S F H Rimmer C A Romney A P Smith	Chair Secretary
Charity number	1057258	
Company number	03141293	
Principal address	River Studios River Road West Acre PE32 1UD	
Registered office	30 Market Place Swaffham PE37 7QH	
Accountants	Clenshaw Minns Chartered Accountants 30 Market Place Swaffham PE37 7QH	
Bankers	Barclays Bank plc East Dereham Business (34 Market Place East Dereham NR19 2AS	Centre
Legal Advisors	Ward Gethin Archer 11 London Street Swaffham PE37 7BW	

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2018

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report and accounts for the year ended 5 April 2018.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum & Articles of Association, and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP FRS102).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03141293 (England and Wales)

Registered Charity number 1057258

Principal place of business

River Studios River Road West Acre PE32 1UD

Registered office

30 Market Place Swaffham PE37 7QH

Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout the report are collectively referred to as the trustees. The trustees who served during the year are as follows:

> W G S Smith A Birkbeck H C Birkbeck D A Connor I A F Dupont E C Forbes M E Forbes M G Hickey L Morlaas R W Pennington S F H Rimmer C A Romney A P Smith

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute $\pounds 1$ in the event of a winding up.

Independent Examiner

Gavin Minns

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2018

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.

Organisational structure

West Acre Arts Foundation Limited is a company limited by guarantee governed by its Articles of Association. It is registered with the Charity Commissioners (no. 03141293).

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objects of the charity

The company is a registered charity and its objects are to hold the lease on the land and property known as Westacre River Studios and Westacre Summer Theatre, and to supervise and control the operation of the studio and summer theatre in furtherance of the objects set out in the founding deed, for the education of the public in performing arts.

Review of activities

The company's principal activity is to maintain the property known as Westacre River Studios and Westacre Summer Theatre and grant rights to carry out creative and dramatic activities on a self-funding basis at these locations.

Public Benefit Statement

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

ACHIEVEMENT AND PERFORMANCE

The Trustees report detailing the work done in the past year is produced in the appendix.

FINANCIAL REVIEW

Taxation status

The company is a charity and qualified for relief from corporation tax under Taxes Act 1988, section 505. Consequently, no tax liability arises.

Review of financial position

The company's financial activities are set out on pages 4 to 13. The directors have decided that the expenditure on conversion and extension of the Westacre River Studios should be treated as Leasehold Building expenditure and amortised over the life of its lease (50 years) and that of the Westacre Summer Theatre be capitalised and amortised over the life of its lease (15 years).

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2018

Reserve Fund Strategy

The Trustees have reviewed the reserves of the charity. This review encompassed the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. The Trustees concluded that the charity has sufficient resources and future income streams to cover its ongoing commitment for the foreseeable future.

The Trustees have also reviewed the reserves in line with the Company's commitments in the event of the Company having to cease trading and aim to maintain minimum cash reserves of $\pounds 5,000$.

The charity has unrestricted funds of £12,655 to carry forward for general use at the year end.

On behalf of the Board

M G Hickey - Company Secretary

Date

TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 5 APRIL 2018

Law applicable to charitable companies requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 5 APRIL 2018

I report on the accounts of the charitable company for the year ended 5 April 2018, which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees 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 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 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;
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of 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 next statement.

Independent examiner' 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 s386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to 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.

Gavin Minns FCA

Date

Clenshaw Minns Chartered Accountants 30 Market Place Swaffham Norfolk PE37 7QH

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 5 APRIL 2018

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Notes	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Incoming resources				
Bursaries Donations and gifts Riversiders and bursary tax relief Grants receivable Investment income Sponsorship Fundraising received	4,720 3,910 - 5,750 -	2,370 10,540 - 9,512 -	2,370 15,260 3,910 9,512 5,750	4,180 19,067 9,991 5,750 625 2,014
Total incoming resources	14,380	22,422	36,802	41,627
Charitable expenditure Management and administration Donations	12,656	31,432 13,000	44,088 13,000	41,181 26,149
Total resources used 2	12,656	44,432	57,088	67,330
Net incoming (outgoing) resources	1,724	(22,010)	(20,286)	(25,703)
Net movement in funds	1,724	(22,010)	(20,286)	(25,703)
Fund balances at 6 April 2017	10,931	632,630	643,561	669,264
Fund balances at 5 April 2018	12,655	610,620	623,275	643,561

BALANCE SHEET AS AT 5 APRIL 2018

			2018		2017
Fixed assets Tangible assets	Notes 5	£	£ 600,135	£	£ 631,567
Current assets	_				
Debtors Cash at bank and in hand	7	7,500 19,259		1,608 12,118	
		26,759		13,726	
Creditors: amounts falling due within one year	8	3,619		1,732	
Net current assets/(liabilities)			23,140		11,994
Total assets less current liabi	lities		623,275		643,561
Income funds					
Restricted funds Unrestricted funds:	10b		610,620		632,630
Other charitable funds	10a		12,655		10,931
	9		623,275		643,561

In approving these financial statements as trustees of the company we hereby confirm:

a)That for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006;

b)That no notice has been deposited at registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 5 April 2018; and

c)That we acknowledge our responsibilities for:

- (i) Ensuring that the company keeps accounting records which comply with section 386, and
- (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP FRS102).

The accounts were approved by the Board of Trustees on and signed on its behalf below:

Trustee W G S Smith Trustee M G Hickey

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are:

1.1 Basis of preparation

The financial statements have been prepared under the historic cost convention, as modified by the revaluation of investments at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities – Statement of Recommended Practice (FRS 102) applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2 Grants

Grants and any associated repayments of income tax are normally only accounted for when received, no account being taken of promised or covenanted donations not yet received.

1.3 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

1.4 Resources expended

Management and administration expenses reflect central establishment costs and do not include the costs of managing charitable projects.

1.5 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value of each asset over its expected useful life, with the exception of improvements to leasehold properties which are being written off over a period equal to the remaining term of the lease.

The principal annual rates used are:

Short leasehold buildings Office equipment Fixtures, fittings & equipment Summer theatre equipment New development 2% straight line (50 year lease from 2000) 25% straight line 15% straight line Period of lease – 15 years Straight line for period of lease

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

1. Accounting Policies (continued)

1.6 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used.

1.7 Leasing

All leases are operating leases and the annual rentals are charged to the profit and loss account over the lease term.

2. Total resources expended

	Depreciation £	Other costs £	Total 2018 £	Total 2017 £
Direct charitable expenditure	=	13,650	13,650	27,179
Other expenditure: Management and administration Summer theatre project costs New development	1,543 4,576 25,313	12,006 - -	13,549 4,576 25,313	16,631 4,501 19,019
	31,432	25,656	57,088	67,330

3. Trustees

None of the trustees (or any persons connected with them) received any remuneration during the period.

4. Net incoming resources

	2018	2017
Net incoming resources is stated after charging:	£	£
Depreciation of tangible owned assets	31,432	25,063

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

5. Tangible fixed assets

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	Summer Theatre Equipment	Short Leasehold Land and Buildings	Riverside new Development	Office Equipment	Fixtures Fittings & Equipment	Total
Cost At 6 April 2017 Additions	67,535 -	164,723	571,149	9,154	54,862	867,423
At 5 April 2018	67,535	164,723	571,149	9,154	54,862	867,423
Depreciation At 6 April 2017 Charge for the period	55,698 4,576	66,023 3,294	67,495 22,019	8,878 12	37,762 1,531	235,855 31,432
At 5 April 2018	60,274	69,317	89,514	8,890	39,293	267,287
Net book value At 5 April 2018	7,261	95,406	481,635	 	15,569	600,135
At 5 April 2017	11,837	98,700	503,654	276	17,100	631,567
Net book value at 5 April	2018 represent	s fixed assets u	sed for:			
River Studio Development Summer Theatre Other purposes New Development	t - 7,261 - -	95,406 - - -	481,635	- 264 -	2,164 13,405	95,406 7,261 2,429 495,040
	7,261	95,406	481,635	264	15,569	600,136
Capital Commitments					2018 £	2017
Capital expenditure which for but not provided for in					r -	£

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

7. Debtors

		2018 £	2017 £
	VAT repayable	-	1,608
	Trade Debtors Prepayments	6,900 600	-
	Tepayments	000	-72
		7,500	1,608
		7,300	1,008
8.	Creditors: amounts falling due within one year		
		2018	2017
		£	£
	Trade creditors	2,160	720
	VAT payable Accruals and deferred income	479	32
	Accidais and deferred income	<u>980</u>	<u>980</u>
		3,619	1,732
9.	Reconciliation of movements in funds		
9.	Reconcination of movements in funds	2018	2017
		£	£
	Opening funds	643,561	669,264
	Net movement in funds for the period	(20,286)	(25,703)
	Closing funds	623,275	643,561
		======	

Closing funds shown above are held on charitable trust and in accordance with the restrictions contained in the company's Memorandum of Association

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

10.	a.	Unrestricted funds	Unrestricted Income and Expenditure Account £
		At 6 April 2017 Surplus for the year	10,931 1,724
		At 5 April 2018	12,655

10. b. Restricted funds

	Specific Building & Specific Projects Fund £
At 6 April 2017	632,630
Income	22,422
Expenditure	(44,432)
At 5 April 2018	610,620

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11. Commitments under operating leases

At 5 April 2018 the company had annual commitments under non-cancellable operating leases as set out below:

Operating leases which expire:	2018 Land and buildings £	2017 Land and buildings £
after more than five years	3,365	3,365
	3,365	3,365

The rent is subject to review at 2 yearly intervals based on the increase in the Retail Price Index.

12. Transactions with directors and connected persons

None of the directors (all of whom also act as trustees for the charitable activities of the company) entered into any material transactions, contract or other arrangement with the company

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

13. Analysis of net assets between funds

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	Restricted Funds £	Unrestricted Funds £	Total £
Fixed Assets	600,135	-	600,135
Current Assets	-	26,759	26,759
Current Liabilities		(3,619)	<u>(3,619</u>)
	600,135	23,140	623,275

West Acre Arts Foundation Limited

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Detailed trading profit and loss account and expenses schedule for the year ended 5 April 2018

		2018		2017	
	£	£	£	£	
Income					
Income – Riversiders (Unrestricted)		3,887		5,539	
Bursaries (Restricted)		2,370		3,180	
Riversiders & bursaries tax relief (Unrestricted)		3,910		- 2	
Borough Council of King's Lynn &	West Norfoll				
(Restricted)		5,950		7,429	
Norfolk County Council (Restricted)		3,562		3,562	
Donations received (Unrestricted) Rent received (Unrestricted)		833 5,750		2,928	
Fundraising (Unrestricted)		5,750		5,750	
Shears Foundation revenue funding (Restricted)		10,000		2,014 10,000	
Development donations (Restricted)		540		600	
Sponsorship (Unrestricted)		-		625	
I I I I				025	
		36,802		41,627	
Administrative expenses	57,088		67,330		
	s <u>s</u>	(57.000)			
		(57,088)		(67,330)	
Operating surplus/(deficit)		(20,286)		(25,703)	
Other income and expenses					
Interest receivable					
Bank deposit interest					
Dank deposit interest	-		-		
		-		-	
Net deficit for the year		(20,286)		(25,703)	
		=====		(23,703)	

Administrative expenses for the year ended 5 April 2018

	2018 £	2017 £
Administrative expenses		
Rent – Studio/Chapel	1,997	1,997
Rent – Workshop Yard		601
Rent – Additional land	767	767
Insurance	5,012	865
Accountancy	1,303	3,460
Sundry expenses	93	229
Licensing	-	-
Administration services (AULCO)	2,400	2,400
Planning fees	-	245
Legal fees	650	1,030
Donations to AULCO revenue costs	13,000	26,149
Depreciation	31,432	25,063
Development consultant	-	642
Repairs and renewals	434	3,105
Fundraising (sponsorship Eileanora concert)	-	777
	57,088	67,330
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Westacre Theatre River Road, Westacre Norfolk, PE32 1UA Admin: 01760 755007 e-mail: admin@westacretheatre.com web: www.westacretheatre.com

Westacre Theatre Activity Report 2017



Crooked Wood, November 2017

Once again, we are pleased to report that Westacre Theatre has continued to serve its community with a varied programme of high quality theatre and creative arts activity.

However, against the background of continued austerity and the squeeze on local government funding, the deadening impact on our sector has become even more marked. Potential participants and audiences are having to make increasingly difficult choices about their financial imperatives. More and more frequently decisions relating to recreational and cultural experiences are being cancelled, postponed or left until the last minute, making programme planning extremely difficult – especially for smaller venues in rural areas.

We are increasingly dismayed by the stringent funding decisions that are being forced on local councils. And we continue to believe that the decline and stagnation of our local authority revenue grants over the past few years has significantly hampered our ability to exploit fully the valuable community resource that Westacre has to offer.

Young People

We continue to provide exciting drama work for young people across the age groups from 5 through to early adult. During the course of the year we have adjusted our range of courses to meet demand and have provided additional opportunities for home educated young people to use Westacre Theatre as an educational resource and socialising hub. Our experienced team of drama workshop leaders has again produced outstanding work. Students travel from Kings Lynn, Swaffham, Dereham, Downham Market, Fakenham and adjacent areas to attend the workshops - usually transported by parents whose journeys often entail them having to wait in their cars for two hours because the round trip would take too long. Fortunately we are able to offer hospitality including coffee and tea and use of Wifi and many parents are taking advantage of this.



DramaLive! participants

Bursaries

The Bursary scheme's 12th year proved once again to be an invaluable resource both for the participants and for the vigour and energy of the theatre's output. We were able to offer another 8 places of varying durations for drama undergraduates specialising in dance, drama and technical theatre. They participated in *Bouncers* and *Be My Baby* in addition to assisting with various youth workshops and technical and front of house duties. We continue to be grateful for the generous private sponsorship which enables us to operate this scheme and are dismayed at the prospect of losing KLWNBC's grant towards it.



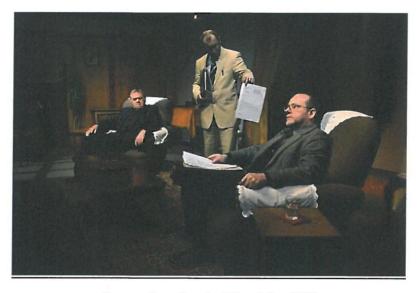
Be My Baby in rehearsal

In-House Productions

We staged eleven in-house productions and events during 2017 including plays by Samuel Beckett, Alan Ayckbourn, John Godber, Amanda Whittington, Jim Cartwright, Yasmina Reza, Gillian Plowman, a new play by Ross Chandler in addition to our seasonal offering *The Selfish Giant* adapted from the Oscar Wilde short story.



A scene from Waiting for Godot, May 2017



A scene from Crooked Wood, Nov 2017

Other Events

We were delighted to maintain our relationship with Creative Arts East in relation to theatre productions, village screen and as hosts to two of their promoters' days. We were also pleased to host another summer event as part of the prestigious King's Lynn Festival.



Although our film and live screenings have still generally proved popular we have encountered some difficulty meeting the rather stringent terms of the NT Live! contract which obliges us to sign up to all their live screenings – regardless of suitability for our particular venue. This has resulted in us running several of their offerings at a loss – an untenable situation considering the relative level of public subsidy towards our respective organisations.

Our regular offerings – Riverside Readers, Wednesday Playreadings, art classes, glassmaking and other craft courses – continue to flourish. The venue has continued to attract attention as a high quality space for one-off events and we will need to build on this in order to weather the present hostile financial climate.

Our foyer exhibitions have again been well attended and diverse and our attempts to attract artists from further afield to use the space supplementary to our local exhibitions has begun to bear fruit with outstanding exhibitions from Isobel Bartholemew, Helen Du Feu, Mari Dawe, Davida MacDonald and the Society of Graphic Fine Art.

The summer Jazz picnic this year enjoyed mixed weather and the outdoor setting was somewhat marred by the appearance of an algae bloom on the surface of the lake. High on the agenda for 2018 will be re-newed attempts to reap more fully the benefit of the theatre's beautiful location.

The Future

The last few years have largely involved consolidation and adjusting to the enlarged and improved facilities created by Phase 1 of our development. In many ways this has been a very successful transition and the range and scope (and potential) of the theatre's offer to the community has changed almost beyond recognition.

However, the repercussions of the extended period of austerity and our inability to follow up on the second phase of our planned development are beginning to take their toll on the theatre's sustainability and longer term development.

We are actively seeking funding to implement an upgrade of the studio and café spaces in order to maintain existing patrons and attract new ones. This is now a vital project for the next 12 months. If successful it should give the theatre additional transitional breathing space to progress towards the goal of completing the full development as envisaged back in 2012.

However, without the re-newed impetus that this work would provide to the theatre the venue's longer-term sustainability will be in genuine doubt.

