

**COMPANY REGISTRATION NUMBER: 08682519**  
**CHARITY REGISTRATION NUMBER: 1164019**

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 December 2018**

**ADEPTA LIMITED**  
Chartered Certified Accountants  
Suite 3, Crown Point Estate  
Kirby Road  
Kirby Bedon  
Norwich  
Norfolk  
NR14 7DU

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 December 2018**

---

	<b>Page</b>
Trustees' annual report (incorporating the director's report)	<b>1</b>
Independent examiner's report to the trustees	<b>7</b>
Statement of financial activities (including income and expenditure account)	<b>9</b>
Statement of financial position	<b>10</b>
Notes to the financial statements	<b>11</b>

---

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report)**  
**Year ended 31 December 2018**

---

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2018.

**Reference and administrative details**

**Registered charity name** Unscene Suffolk Limited

**Charity registration number** 1164019

**Company registration number** 08682519

**Principal office and registered office** Basepoint  
70 The Havens  
Ipswich  
IP3 9BF

**The trustees**

Ms C L Burman	
Ms B E Golding	
Mr K G Sole	
Ms C M Allum	
Mr S D Giddings	
Ms M E Milford	(Appointed 7 December 2018)
Ms J E Bennett	(Resigned 6 September 2018)
Ms L A Owen	(Resigned 18 December 2018)
Ms J E Aylett	(Resigned 18 December 2018)

**Independent examiner** Karl Jermyn, FCA  
Suite 3, Crown Point Estate  
Kirby Road  
Kirby Bedon  
Norwich  
Norfolk  
NR14 7DU

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2018**

---

**Structure, governance and management**

**Commencement of Activities**

Unscene Suffolk Limited has been operating since September 2013.

**Governing Document**

Memorandum and Articles of Association incorporated the company on 9 September 2013 and were amended by special resolution on 1 April 2015 and 22 September 2015 as registered at Companies House.

**Recruitment and Appointment of New Trustees**

Unscene Suffolk's board of Trustees is made up of a combination of two service users and five non-users. The Charity aims to maintain a balanced range of experience and expertise relevant to fulfilling its aims on the board. New Trustees may be appointed either by resolution of the Trustees, or by election at a general meeting following a nomination from a member entitled to vote at the meeting.

**Induction and Training of New Trustees**

New Trustees are issued with a Starter Pack containing our Code of Conduct, Privacy Notice and links to our Policy Handbook. They are required to sign a declaration stating their understanding of these documents, offered support to attend relevant training, and advised of the Charity Commission's guidance on the role and responsibilities of a Trustee.

**Organisational Structure**

Unscene Suffolk has no employees. The Trustees are responsible for appointing personnel on a project-by-project basis. During 2018 our key personnel were:

Jenni Elbourne - Project Manager and Workshop Leader / Director (Drama) Amy Mallett - Musical Director (Drama), Project Manager and Workshop Leader (Singing) Caroline Roberts - Workshop Assistant / Volunteer co-ordinator (Drama)

Production staff including a designer, stage manager and costume supervisor were appointed for the Drama group production in October. Seven volunteers worked regularly with the group throughout the year to support delivery of our activities.

All paid personnel worked on a freelance basis, with fees negotiated with individuals taking into account the market value of the service provided and the Charity's budget.

**How The Charity Makes Decisions**

The Trustees are responsible for key decisions regarding governance, policy and how the charity can best fulfill its aims. The board meets quarterly to discuss any matters arising, or more frequently if required. A quorum of Trustees must be present at all meetings, and all decisions made are documented in our minutes.

# **Unscene Suffolk Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2018**

---

#### **Objectives and activities**

##### **Objects and aims**

Unscene Suffolk has the following objectives:

1. The promotion of social inclusion for the public benefit amongst people with visual impairment who are facing social exclusion from society or aspects of society because of their impairment, by providing them with opportunities to participate in creative arts, in particular drama workshops and performances.
2. To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their visual impairment with the object of improving their conditions of life.
3. The promotion of art for the public benefit in particular by the provision of participatory theatre workshops and public theatrical performances.
4. The promotion of equality and diversity for the public benefit by:
  - a. encouraging interaction between disabled and non-disabled people.
  - b. using public performances to communicate messages which promote equality and diversity, both:
    - i) through the direct, scripted content; and
    - ii) by giving people with disabilities a platform on which they can demonstrate their creative abilities in public and challenge stereotypes which do not recognise these abilities.

##### **Public Benefit**

The Charity's objectives were delivered through the provision of a participatory theatre project leading to public performances

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

##### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

# **Unscene Suffolk Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2018**

---

#### **Achievements and performance**

Unscene Suffolk's key achievements in 2018 were:

Delivery of 40 drama workshops / rehearsals for a group of 14 visually impaired adults, who worked towards a devised performance, contributing as writers as well as performers.

Performance of the resulting production "The Greatest Show that Never Happened" at Ipswich Town Hall in October.

Ideas development and fundraising work for our 2019 production.

Partnership with LifeWithArt to facilitate access to 6 weeks of accessible singing workshops in the spring, utilising disused space in the Town Centre.

Official launch in September of the Unscene Singers with weekly singing workshops at DanceEast attended by around 12 visually impaired people and Christmas performances at Ipswich Railway Station and Christchurch Mansion.

#### **Financial review**

Unscene Suffolk received funding in 2018 from grants, donations and ticket sales. The total incoming resources were £34,885 (2017: £19,155).

Grants and donations were received during the year from Santander Foundation, Suffolk Community Foundation, The Henry Smith Charity, Awards for All, Ipswich Building Society, East of England Co-Op and East Suffolk Association for the Blind for which the Trustees wish to acknowledge on the Charity's behalf.

Outgoing resources were £29,618 (2017: £17,556) which were spent on the management and delivery of our workshops and performances, transport for participants, production expenses and overheads such as insurance and accounting.

The total funds carried forward at the end of this accounting period were £9,608; up from £4,341 the previous year. This is in line with our aim of maintaining a small contingency fund.

Day to day financial management is carried out by Jenni Elbourne, who has a good understanding of the Charity's financial position and experience managing grant-funded projects. When the Charity was established it was agreed that a budget for the coming year will be signed off by the Trustees at their annual meeting in December. A budget for the first half of 2019 was approved in December 2018.

In addition to our generous funders and donors we are indebted to the support of numerous volunteers together with Sensing Change, the New Wolsey Theatre and DanceEast, without whom our work this year would not have been possible.

# **Unscene Suffolk Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2018**

---

#### **Plans for future periods**

Unscene Suffolk's next projects are now underway. Our key aims for 2019 are:

To continue with our singing project while growing the participant group to ensure its longer-term sustainability.

To produce a new drama group production which explores new territory through collaboration with a high-profile artist and to take our work to a wider audience by performing at community centres.

To improve our sustainability by assessing what we pay for management and administration to ensure this is in line with market rates, while representing value for money for the Charity.

#### **Trustees' responsibilities statement**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period.

In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements



**Unscene Suffolk Limited**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2018**

---

The trustees' annual report and the strategic report were approved on 1 July 2019 and signed on behalf of the board of trustees by:



Mr K G Sole  
Trustee



# **Unscene Suffolk Limited**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Unscene Suffolk Limited**

**Year ended 31 December 2018**

---

I report to the trustees on my examination of the financial statements of Unscene Suffolk Limited ('the charity') for the year ended 31 December 2018.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

# **Unscene Suffolk Limited**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Unscene Suffolk Limited**

*(continued)*

**Year ended 31 December 2018**

---

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.

Karl Jermyn, FCA  
Independent Examiner

Suite 3, Crown Point Estate  
Kirby Road  
Kirby Bedon  
Norwich  
Norfolk  
NR14 7DU

1 September 2019

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Statement of Financial Activities**  
**(including income and expenditure account)**  
**Year ended 31 December 2018**

			2018		2017
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Charitable activities	5	11,196	23,689	34,885	19,155
<b>Total income</b>		<u>11,196</u>	<u>23,689</u>	<u>34,885</u>	<u>19,155</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of other trading activities	8	7,925	21,693	29,618	17,556
<b>Total expenditure</b>		<u>7,925</u>	<u>21,693</u>	<u>29,618</u>	<u>17,556</u>
<b>Net income and net movement in funds</b>		<u>3,271</u>	<u>1,996</u>	<u>5,267</u>	<u>1,599</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		4,341	—	4,341	2,742
<b>Total funds carried forward</b>		<u>7,612</u>	<u>1,996</u>	<u>9,608</u>	<u>4,341</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 11 to 15 form part of these financial statements.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Statement of Financial Position**

**31 December 2018**

	Note	2018 £	2017 £
<b>Current assets</b>			
Debtors	12	–	1,175
Cash at bank and in hand		10,088	3,646
		<u>10,088</u>	<u>4,821</u>
<b>Creditors: amounts falling due within one year</b>	13	480	480
<b>Net current assets</b>		<u>9,608</u>	<u>4,341</u>
<b>Total assets less current liabilities</b>		<u>9,608</u>	<u>4,341</u>
<b>Net assets</b>		<u>9,608</u>	<u>4,341</u>
<b>Funds of the charity</b>			
Restricted funds		1,996	–
Unrestricted funds		7,612	4,341
<b>Total charity funds</b>	14	<u>9,608</u>	<u>4,341</u>


For the year ending 31 December 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 1 July 2019, and are signed on behalf of the board by:



Mr K G Sole  
Trustee

The notes on pages 11 to 15 form part of these financial statements.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements**  
**Year ended 31 December 2018**

---

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Basepoint, 70 The Havens, Ipswich, IP3 9BF.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.



**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 December 2018**

---

**3. Accounting policies** *(continued)*

**Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**4. Limited by guarantee**

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £nil towards the assets of the charity in the event of liquidation.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements (continued)**  
**Year ended 31 December 2018**

**5. Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations and legacies	5,053	–	5,053
Charitable activities	1,718	–	1,718
Ticket sales	4,425	–	4,425
Grants receiveable	–	23,689	23,689
	<u>11,196</u>	<u>23,689</u>	<u>34,885</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Donations and legacies	734	–	734
Charitable activities	1,894	–	1,894
Ticket sales	1,197	–	1,197
Grants receiveable	–	15,330	15,330
	<u>3,825</u>	<u>15,330</u>	<u>19,155</u>

**6. Donated facilities**

During the year the charity was supported by the New Wolsey Theatre. The Trustees value the use of rehearsal space, provision of performance venue and access to props and costume at £1,500 for the year (2017: £3,000).

**7. Joint fundraising**

During the year a joint fundraising event was held with iFit Suffolk which raised a total of £1,126. £563 representing half of the net proceeds of the event was transferred to iFit Suffolk during the year. This amount is excluded from both income and expenditure figures in these accounts.

**8. Costs of other trading activities**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Production costs including freelance fees	6,531	10,952	17,483
Project manager & workshop leader	540	8,473	9,013
Insurance	221	–	221
Motor/travel	350	1,611	1,961
Office costs	283	177	460
Accountancy	–	480	480
	<u>7,925</u>	<u>21,693</u>	<u>29,618</u>



**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements (continued)**  
**Year ended 31 December 2018**

**8. Costs of other trading activities (continued)**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Production costs including freelance fees	697	7,878	8,575
Project manager & workshop leader	490	5,800	6,290
Insurance	–	217	217
Motor/travel	511	1,331	1,842
Office costs	48	104	152
Accountancy	480	–	480
	<u>2,226</u>	<u>15,330</u>	<u>17,556</u>

**9. Independent examination fees**

	2018 £	2017 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>480</u>	<u>–</u>

**10. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018 £	2017 £
Wages and salaries	<u>9,013</u>	<u>6,290</u>

The average head count of employees during the year was 1 (2017: 1). The average number of full-time equivalent employees during the year is analysed as follows:

	2018 No.	2017 No.
Number of staff - management	<u>1</u>	<u>1</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

**11. Trustee remuneration and expenses**

During the year one Trustee received reimbursement for travel expenses incurred in connection with the business of the charity totalling £90 (2017: £132).

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year. During 2017 one Trustee was paid to provide services to the Charity as a Workshop Assistant on normal commercial terms amounting to £1,977.

**Unscene Suffolk Limited**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements (continued)**  
**Year ended 31 December 2018**

**12. Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	<u>—</u>	<u>1,175</u>

**13. Creditors: amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	<u>480</u>	<u>480</u>

**14. Analysis of charitable funds**

**Unrestricted funds**

	At 1 January 2018	Income £	Expenditure £	At 31 December 2018 £
General funds	<u>4,341</u>	<u>11,196</u>	<u>(7,925)</u>	<u>7,612</u>

**Restricted funds**

	At 1 January 2018 £	Income £	Expenditure £	At 31 December 2018 £
Restricted Fund	<u>—</u>	<u>23,689</u>	<u>(21,693)</u>	<u>1,996</u>