Company registration number: 3888776 Charity registration number: 1079153

# Council for Dance, Drama and Musical Theatre

known as

(formerly Council for Dance Education and Training)
(A company limited by guarantee)
Annual Report and Financial Statements
for the Year Ended 28 February 2019

DKP Accountants Sussex Limited
Cortlandt
George Street
Hailsham
East Sussex
BN27 1AE

# Council for Dance, Drama and Musical Theatre known as CDMT

# (formerly Council for Dance Education and Training)

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# Council for Dance, Drama and Musical Theatre known as CDMT

(formerly Council for Dance Education and Training)

# **Reference and Administrative Details**

Charity name Council for Dance, Drama and Musical Theatre (known as

CDMT) formerly Council for Dance Education and Training

Charity registration number

1079153

**Company registration number** 

3888776

**Principal office** 

Old Brewer's Yard 17-19 Neal Street Covent Garden

London WC2H 9UY

**Registered office** 

Old Brewer's Yard 17-19 Neal Street Covent Garden

London WC2H 9UY

**Trustees** 

Roger Bramble

**Shirley Coen** 

Michael Dixon David Grindrod Hilary Hadley

Stephen Jameson

Dr Andrew McBirnie

Louise Norman

Annette Pearson

Craig Phillips
Andrew Ward
Sarah Wilson

Jonathan Wood

Anne Walker (resigned 9th January 2019)

John Gardyne (appointed 11th October 2018)

Secretary

**Glyndwr Jones** 

# Council for Dance, Drama and Musical Theatre known as CDMT

(formerly Council for Dance Education and Training)

### **Reference and Administrative Details**

Solicitor Harbottle & Lewis

Hanover House 14 Hanover Square

London WC1B 3NG

Bankers Coutts & Co

London

440 The Strand

London WC2R OQS CAF Bank Ltd Kings Hill West Malling

Kent ME19 4JQ

Accountant DKP Accountants Sussex Limited

Cortlandt George Street Hailsham East Sussex BN27 1AE

# Council for Dance, Drama and Musical Theatre known as CDMT

#### Trustees' Report

# Small company provisions

This report has been prepared in accordance with the small companies' regime under the Companies Act 2006.

# STRUCTURE, GOVERNANCE AND MANAGEMENT

CDMT is a company limited by guarantee, incorporated on 6 December 1999 and registered as a charity on 28 January 2000.

The company is established under a Memorandum of Association, which sets out the objects and powers of CDMT and is governed by its Articles of Association.

The number of directors (who act as Trustees) shall be at least fourteen and not exceed sixteen, and each shall be appointed for a three year term of office. One third of the directors must retire at each Annual General Meeting. CDMT is a membership organisation governed by the Board of Trustees. A wide ranging programme of initiatives and projects is formulated in consultation with the membership which meets identified needs. Day to day operational management of CDMT is under the authority of the Director, a full time salaried officer, who reports to the Board of Trustees.

#### **RISK MANAGEMENT**

CDMT has considered the major risks to which it is exposed, establishing systems and procedures to manage them. A risk assessment is conducted annually to review the major risks faced by the organisation and to ensure that the Board of Trustees (acting as directors of the charitable company) have a sound knowledge of the charity and are in an informed position regarding its operations.

# **OBJECTIVES AND ACTIVITIES**

The principal activity of CDMT is to advance the education of all persons and principally children, young people and students in the art, practice and appreciation of the cultural significance of dance, drama and musical theatre, and to promote high standards in education and training in those performing arts.

# In summary, CDMT:

- o Accredits high quality professional training at full-time dance, drama and musical theatre schools, providing the industry benchmark since 1979
- Validates the world's leading awarding organisations which offer dance, musical theatre and performing arts qualifications
- o Works with Affiliates and collaborative bodies to develop the highest standards of programme provision across the performing arts
- Recognises, by means of the Recognised Awards scheme, pre-vocational performing arts schools and teachers
- o Provides membership and other specialist services through the Conference of Professional Schools, Awarding Organisations Committee, Steering Group for the Dance and Drama Awards, Affiliate meetings, Graded Examinations Forum and Higher Education Forum
- o Negotiates with government authorities on issues of education funding, policy and regulation
- Manages a substantial public-facing online platform cdmt.org.uk which promotes members and services, as well as administering two information websites for the DaDA scheme and Graded Examinations respectively

- o Publishes the *UK Guide* which is the definitive resource for those seeking information on quality provision in the sector
- Operates a free comprehensive guidance service for students, parents, teachers, artists and employers.

# **EXPENDITURE POLICY**

Annual budgets for all aspects of activities are agreed by the Honorary Treasurer and the Director, and submitted to the Board of Trustees for comment and approval prior to the commencement of each financial year. Significant amendments to agreed budgets during a financial year are discussed by the Honorary Treasurer and Director in the first instance and subsequently presented to the Board for comment and approval or otherwise.

#### ANNUAL REPORT

The Council for Dance, Drama and Musical Theatre (CDMT) is the industry body offering quality assurance and membership services to institutions delivering training, education, and assessment in the performing arts. These institutions open themselves to scrutiny and collective stewardship by our organisation with the purpose of confirming a benchmark of quality. In turn, this standard serves to provide comfort and reassurance to students and their guardians when selecting an appropriate path towards achievement and advancement in dance, drama, and musical theatre.

This year is our 40<sup>th</sup> anniversary in serving the sector, delivering expert guidance and support on training, education, and assessment to providers of professional courses and qualifications. We further lobby government to ensure that the UK creative industries are underpinned by superior opportunities for students to develop as artists of the highest calibre according to their potential.

March 2018 saw a change of the company name to the CDMT, which was announced at a reception in the House of Lords, emphasising our growing mission and ambitions within the industry.

#### The CDMT

- Ensures the consistent application of standards across professional schools, conservatoires and awarding organisations, complementing the breadth of disciplines offered by performing arts providers
- o Promotes outstanding industry-approved institutions, allowing prospective students, candidates, and parents better to understand what constitutes excellent provision
- Advocates powerfully on behalf of members, increasing their public profile and influence with key industry and political stakeholders
- Acts as an authoritative source of information on high quality provision across the sector, informing practitioners and government education authorities in their work.

In providing a UK-wide forum in which authorities, educators, and employers can collectively discuss common concerns and work strategically to deliver vital aims, we strive to ensure that specialist training is complemented both by strong advancement pathways at the earlier stages of learning and by valued development opportunities for proficient individuals going forward in their careers.

Our membership presently comprises 32 Accredited schools, 18 Validated awarding organisations and 11 Affiliates. The dedication of these institutions to excellence is inspirational, as is their shared commitment to the advancement of outstanding artistic performance.

Accredited schools: We ensure the provision of high quality professional dance, drama, and
musical theatre training through the accreditation of full-time performing arts schools.
 Accreditation is only awarded to schools and colleges that have successfully undertaken a
thorough and comprehensive institutional-level review by a panel of nominated industry experts.

- Validated awarding organisations: We validate many of the world's leading awarding organisations offering graded, vocational and diploma examinations in dance, drama, musical theatre, and the performing arts, ensuring excellence in examination provision by carrying out quality assurance inspections and annual comparability studies of assessment standards.
- Affiliates are committed to working with us to develop the highest standards in their scrutinised courses. Some programmes focus on progress towards a specific role in the performing arts such as access provision, whilst others encourage reflective practice in a work-based context, including continuing professional development.

CDMT's membership services are typically coordinated through the Awarding Organisations Committee, Conference of Professional Schools, Steering Group for Dance and Drama Awards, Affiliate meetings, and Higher Education Forum, with particular dedication to influencing key funding, policy, and regulatory initiatives driven by education agencies. To this end, we interact closely with bodies such as the DfE, DDCMS, ESFA, FAB, HESA, OfS, Ofsted, Ofqual, and UCAS, developing briefing papers and specialist sector reports for government ministers and civil service alike.

The Recognised Awards scheme continues to attract influential backing, making valuable contributions to the development of safe and professional standards of practice in pre-vocational learning settings, with associated teachers holding specialist teaching diplomas.

In November 2018, the organisation's fifth Careers Conference took place at the Urdang Academy, London, disseminating up to date guidance on funding and training opportunities to prospective students and their parents/guardians. This culminated in a showcase performance by students of Accredited schools at The Shaw Theatre. The next Conference will take place at Mountview, London on 17<sup>th</sup> November 2019.

Spotlight's ongoing sponsorship of CDMT's annual *UK Guide to Professional Training, Education and Assessment in the Performing Arts* is gratefully acknowledged—with a special 40<sup>th</sup> anniversary edition produced for 2019. As ever, the CDMT website *cdmt.org.uk* is the primary source of up to date information on high quality provision, which offers many opportunities for members to highlight their activities.

Cdmt.org.uk is supported by two other specialist web-information platforms, dadainfo.org.uk and gradedexams.com. Further, our newsletters promote developing ventures as they arise—alongside publications, leaflets and social media outlets—and the online calendar features performances and open days at Accredited schools. Staff respond to telephone and email queries on a regular basis to ensure that reliable information is readily available to authorities, media, and the general public.

The CDMT Board's readiness to assist and continue to champion the membership is gratefully acknowledged, and we are again pleased to emphasise that our members make an enormous contribution to the sustainability and international profile of the UK creative industries. This is a contribution we support and celebrate through confirming quality in dance, drama and musical theatre.

#### FINANCIAL REVIEW

The year to 28 February 2019 has again been successful operationally and financially. The financial statements show a net surplus for the year of £28,929 (2018 £19,519). This surplus has been realised by a combination of increased income and savings made through ongoing efficiencies.

#### RESERVES POLICY

The Trustees' aim is to establish reserves to a level which could support the organisation through a period of financial and operational uncertainty.

CDMT's reserves at 28 February 2019 stood at £219,566 which represents approximately 8 months' income for the company.

CDMT has a stable operating model and this, along with a good medium-term planning horizon and long-term commitments from a number of key stakeholders, mitigates many risks. However risks still persist, and over the next four years, the Trustees are targeting a free reserve of £250,000 to underpin activities. This level has been arrived at following consideration of a range of potential operational risks, including income generation from current activities, operational costs, and a contingency allowance.

### TRUSTEES' RESPONSIBILITIES TO THE FINANCIAL STATEMENTS

The Trustees are required by company law to prepare financial statements for each financial year which gives a true and fair view of the financial activities of the charity and its financial position at the end of the year. In preparing those financial statements the Trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
- d) Prepare the financial statements on a going concern basis unless it is appropriate to assume the charity will continue in operation.

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

Approved by the Board on how I

2019 and signed on its behalf by:

Roger Bramble

# Independent Examiner's Report to the Trustees of Council for Dance, Drama and Musical Theatre

### known as **CDMT**

I report on the accounts of the company for the year ended 28 February 2019, which are set out on pages 8 to 14.

#### 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. The 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.

While the charity's gross income does not exceed £500,000, I am qualified to undertake the examination by being a qualified member of The Chartered Association of Certified Accountants.

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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- 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 includes 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:

- which gives me reasonable cause to believe that in any material respect the requirements: (1)
  - 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

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the (2) accounts to be reached.

Mr D Poynter FCCA

**DKP Accountants Sussex Limited** 

Date: 10 10 19

Cortlandt George Street Hailsham East Sussex **BN27 1AE** 

# Council for Dance, Drama and Musical Theatre known as CDMT

# Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 28 February 2019

		Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	Note	£	£	£	£
Incoming resources Incoming resources from generated funds					
Investment income	2	284	-	284	
Incoming resources from charitable activities	s 3	319,905	-	319,905	302,136
Total incoming resources		320,189	-	320,189	302,290
•					<del></del>
Resources expended					
Charitable activities	4	232,467	-	232,467	•
Governance costs	5	58,793		58,793	57,844
Total resources expended		291,260	-	291,260	282,771
Net movements in funds		28,929	-	28,929	19,519
Reconciliation of funds Total funds brought forward		190,637	-	190,637	171,118
Total funds carried forward		219,566	<u> </u>	219,566	190,637
				·	

All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 14 form an integral part of these financial statements.

# Council for Dance, Drama and Musical Theatre known as

# CDMT (Registration number:3888776)

# Balance Sheet as at 28 February 2019

			2019		2018
	Note	£	£	£	£
Fixed assets Tangible assets	10		-		-
Current assets Debtors Cash at bank and in hand	11	6,914 239,688		21,846 201,040	
			246,602		222,886
Creditors: Amounts falling due within one year	12	( 27,036)		(32,249)	
Net current assets			219,566		190,637
Net assets			219,566		190,637
The funds of the charity:			***************************************		
Unrestricted funds Unrestricted income funds	15		219,566		190,637
Total charity funds			219,566		190,637
•					

For the financial year ended 28 February 2019, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts 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 accounts.

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

Approved by the Board on

A sound on

2019 and signed on its behalf by:

Roger Bran Chairman

The notes on pages 10 to 14 form an integral part of these financial statements.

# Council for Dance Drama and Musical Theatre known as CDMT

# Notes to the Financial Statements for the Year Ended 28 February 2019

#### 1. Accounting policies

#### **Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Companies Act 2006.

#### Fund accounting policy

Unrestricted income funds are general funds that are available for use at the Trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 15.

#### **Incoming resources**

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Grants are included in the Statement of Financial Activities in the year in which they are receivable. They are categorised as restricted where the donor wishes to restrict their use more narrowly than the general purposes of the charity.

# Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of Trustee meetings and the cost of any legal advice to Trustees on governance or constitutional matters.

### Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### Fixed assets

Individual fixed assets costing £0 or more are initially recorded at cost.

#### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures, fittings and equipment 10% straight line basis Fixtures and fittings 10% straight line basis Plant and machinery including motor vehicles 33% straight line basis

# Council for Dance Drama and Musical Theatre known as CDMT

# Notes to the Financial Statements for the Year Ended 28 February 2019

					-
2.	Investment income	TI ASA I	<b>D</b> 4 1 4 1	70 4 J.E. B	70° . 4 . 1. 10° 1
		Unrestricted Funds	Restricted Funds	Total Funds 2019	Total Funds
		runus £	r unus £	£	2016 £
	Interest on cash deposits	284		284	154
	interest on easit deposits	204	-	204	154
3.	Incoming resources from charitable acti	vities Unrestricted	Doctricted	Total Funds	Total Funda
		Funds	Funds	2019	2018
		£	£	£	£
	Charitable activity				
	Charitable activity Subscriptions	231,678	_	231,678	220,863
	Grants	231,070	_	251,070	220,005
	Donations	-	-	-	-
	UK Handbook of Accredited Training	-	-	-	-
	Accreditation Fees	31,070	-	31,070	27,894
	Recognised Awards	16,801	-	16,801	16,819
	Other income	40,356	-	40,356	36,560
		319,905	-	319,905	302,136
4.	Total resources expended				
		Unrestricted			Total Funds
		Funds £	Funds £	2019 £	2018 £
	Direct costs	•	~	~	~
	Validation and membership services	57,074	-	57,074	48,800
	Consultancy fees Advertising and promotion	18,730	-	18,730	23,585
	Advertising and promotion				
		75,804	-	75,804	72,385
	Compared and				
	Support costs Employment costs	105,531	-	105,531	103,066
	Establishment costs	30,185	_	30,185	
	IT and communications	10,640	-	10,640	
	Office expenses	1,382	-	1,382	
	Printing, posting and stationery	2,671	-	2,671	2,533
	Subscriptions and donations	46	-	46	52
	Travel and subsistence	1,033	-	1,033	1,369
	Entertainment and hospitality costs	-	-	-	-
	Accountancy fees	4,606	-	4,606	4,404
	Legal and professional costs	10	-	10	10
	Bank charges	559	-	559	665
		156,663		156,663	152,542
Res	sources expended on Charitable Activities	232,467	-	232,467	224,927

# Council for Dance Drama and Musical Theatre known as **CDMT**

# Notes to the Financial Statements for the Year Ended 28 February 2019

#### 5. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Employment costs	35,177	-	35,177	34,355
Establishment costs	10,061	_	10,061	9,547
IT and communications	3,546	_	3,546	3,255
Office expenses	460	-	460	680
Printing, posting and stationery	891	_	891	844
Subscriptions and donations	16	-	16	18
Travel and subsistence	344	-	344	456
Accountancy	4,606	-	4,606	4,403
Independent examiner's fee	953	_	953	903
Insurance	1,921	-	1,921	1,647
Legal and professional costs	3	-	3	´ 3
Bank charges	187	-	187	222
Cost of Trustee meetings	628	-	628	1,511
	<u>58,793</u>	-	58,793	57,844

Support cost	Basis of allocation
Employment costs	Time spent, 25% Governance, 75% Charitable Activities
Office expenses	Time spent, 25% Governance, 75% Charitable Activities
Cost of trustee meetings	100% Governance
Examiner's fee	100% Governance
Accountancy fees	50% Governance balance Charitable Activities

## 6. Trustees' remuneration and expenses

No Remuneration was paid to any Trustee. The trustees were indemnified for the purchase of insurance (£744) to indemnify CDMT from loss arising from the neglect of its Trustees, employees, or agents and to indemnify officers against the consequence of any neglect or default on their part, as permitted by the governing instrument.

#### 7. Net income

Net	income	ie	stated	after	charging:
INCL	moone	12	Staticu	autor	CHAI BILLE.

	2019 £	2018 £
Independent Examiner	953	903

# 8. Employees' remuneration

T

The aggregate payroll costs of these persons were as follows:	2019 £	2018 £
Wages and salaries	149,920	146,228
	·····	<del></del>

# 9. Taxation

The company is a registered charity and is, therefore, exempt from taxation.

# Council for Dance Drama and Musical Theatre known as CDMT

# Notes to the Financial Statements for the Year Ended 28 February 2019

10. Tangible fixed assets		Fixtures, littings and equipment £
Cost As at 1 March 2018 Additions		14,674 -
As at 28 February 2019		14,674
<b>Depreciation</b> As at 1 March 2018 Charge for the year		14,674
As at 28 February 2019		14,674
Net book value As at 29 February 2019		•
As at 29 February 2018		-
11. Debtors	2019 £	2018 £
Trade debtors Prepayments and accrued income	2,458 4,456	6,261 15,585
	6,914	21,846
12. Creditors: Amounts falling due within one year	2019	2018
Trade creditors Accruals and deferred income	£ 18,117 8,919	£ 24,673 7,576
	27,036	32,249

# Council for Dance Drama and Musical Theatre known as CDMT

# Notes to the Financial Statements for the Year Ended 28 February 2019

### 13. Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

# 14. Related parties

### Controlling entity

The charity is controlled by the Trustees who are all directors of the company.

# 15. Analysis of funds

General Funds	1 March 2018 £	Incoming resources	Resources expended £	28 February 2019 £
Unrestricted income fund	100 627	220 190	(201.260)	210 566
Restricted funds	190,637	320,189	(291,260)	219,566
Resurcted funds	-	-	-	-
	190,637	320,189	(291,260)	219,566
16. Net assets by fund				
•	Unrestricted		Total Funds	
•	Unrestricted Funds	Funds	Total Funds 2019	Total Funds 2018
• "				
	Funds	Funds	2019	2018
Tangible assets	Funds £	Funds	2019 £	2018 £
Tangible assets Current assets	Funds £ - 246,602	Funds	2019 £ 246,602	2018 £ 222,886
Tangible assets	Funds £	Funds	2019 £	2018 £
Tangible assets Current assets	Funds £ - 246,602	Funds	2019 £ 246,602	2018 £ 222,886
Tangible assets Current assets	Funds £ - 246,602	Funds	2019 £ 246,602	2018 £ 222,886 (32,249)