

acta Community Theatre Ltd

**Report of the trustees
for the year ended 31st March 2017**

**charity no. 800174
company no. 2157661**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31st March 2017.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

As a charity registered in England and Wales, the charitable company also reports in accordance with the Charity Commission for England and Wales' guidance on public benefit and the Charities Act 2011.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware;
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Reference & Administrative Information

Charity name: acta Community Theatre Ltd
Charity number: 800174

Company registration number: 2157661

Registered office:-
acta centre
Gladstone Street
Bedminster
Bristol
BS3 3AY

Council of Management:-

Stef Brammar Chair
Tom Wood Treasurer
Stephen Fenton
Rosie Tomlinson
Gill Simmons
Ruth Cochrane
Dr Kerrie Schaefer (appointed January)

Senior management team:-

Neil Beddow, Artistic Director
Helen Tomlin, Executive Director

Auditors:-
Dick Maule FCA, 10 - 12 Picton Street, Bristol BS6 5QA

Bankers:-
CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Chair's report

This, my first full year as Chair of the acta Trustees, has seen a new phase for the company, in which the renovated and extended acta Centre has enabled more efficient and enjoyable ways of working, and wider access on a daily basis by the public.

The building and the new theatre bar have been key components in the success of the year's programme - for instance coming alive during the 'Theatre from the Heart' Festival in June, a hugely successful and enjoyable four days of shows, workshops and seminars presented and attended by hundreds of students, practitioners, participants and academics from across the UK - all excited to have an opportunity to explore and discuss community theatre.

Close to my own (local) heart was the 'Get Together' programme, supported by BIG Reaching Communities: over 200 participants have engaged in this programme with a local focus which includes community theatre workshops for all ages, a daytime group for isolated older people, and a very popular community choir with an age range of 1 - 85 years. Further, often groundbreaking local work continued across Bristol with Southmeads Kids, Easton Kids, Young Carers, and 'Stories': new adult groups in communities across the city.

Other highlights of the year included 'Yusuf can't talk', which used community theatre as a tool to raise awareness of autism in the Somali community, and 'Moonshine Nights' / 'Ticky Picky Boom Boom' two performances arising from acta's longstanding partnership with the Malcolm X Elders.

All of the above demonstrates the dedication, optimism and hard work of acta staff, for which I thank them all. Each project as it develops from initial idea to funded reality is supported by impressive teamwork. The Trustees are particularly pleased to support acta's desire to nurture and train new community theatre practitioners; by securing significant support from Paul Hamlyn Foundation, the company has been able to extend its Foundation workplace learning scheme: two new half-time foundation drama workers started in September, and the new full-time foundation post, finance & data assistant, began at the same time.

As I write, we're also very excited about our collaboration with Rotterdams Wijktheater (Holland) and Centro per lo Sviluppo Creativo Danilo Dolci (Sicily), which is enabling acta to co-ordinate REACT (Refugee Engagement and integration Through Community Theatre), an EU Creative Europe community theatre programme for refugees to share their stories with host communities. The project will culminate with a festival at actacentre in March 2018.

Finally, to all of our participants, supporters, funders, donors and sponsors - thank you. You play a vital part in a diverse and full programme of work which places acta firmly at the centre of the future of community theatre in the UK and internationally.

Stef Brammar
Chair, acta Council of Management

Public Benefit

All of our work exists for the benefit of the public. acta engages people without privilege, who are not connected to the cultural life of Bristol – isolated older people; refugees and migrant communities; vulnerable young people; disabled people; people on low incomes and living outside the City Centre.

We create new theatre across the City of Bristol – intergenerational and intercultural – with diverse communities, with all ages.

We believe that theatre belongs to everyone, and everyone has a story to tell. acta creates a place where everyone's story matters, where individual opinions and experiences count, and are valued by others. We enable communities to share their stories, and engage audiences who rarely attend theatre.

Our projects create positive change in individuals, raising aspirations and improving skills, confidence, self-worth & employability; we enable people to work together, make theatre and have fun.

acta enables people to see theatre in a different way, specifically targeting non theatre-goers from the least engaged sections of the community, as well as introducing quality community theatre to existing theatre audiences. We make theatre which connects to these audiences, theatre which is relevant to, and reflective of their culture and life experiences.

This connection is only achievable with a devising practice that allows the natural voice of participants to resonate through every performance. Participants use their own experiences and imaginations, their own words to connect with audiences and to create remarkable theatre.

By enabling diverse groups across Bristol to create new & original shows, acta raises the profile of community theatre, involving more people in making and appreciating the arts, creating the next generation of artists, facilitators and audiences.

The Company has delivered ten projects and programmes of work this year, including **530 participatory workshops** with **700 different people**. The programme has enabled the creation and performance of **23 original new shows**, producing **59 performances** to audiences totalling nearly **4,000** - **70%** of whom are **not regular theatre-goers**.

We continuously review our aims & objectives to ensure that our activities are developed in accordance with our stated charitable purposes. We have referred to the Charity Commission's general guidance on public benefit to review our aims & objectives and in planning our future activities:

Our Aims & Objectives

The charity is a charitable company limited by guarantee and was set up in 1985. It is governed by a memorandum and articles of association, which describe our objects as follows:-

- Instigate and supervise drama projects for youth & community groups
- Provide all sections of society with the opportunity to participate in theatre
- Supervise drama sessions with people who are encouraged to create & perform their own production
- Identify (in conjunction with others if necessary) areas and communities in which theatre activities are lacking and to remedy deficiencies identified as a result
- Design projects which emphasise the educational aspects of workshops and the personal and social development of individuals within a group
- Supervise projects which are designed to assist community development.

Our Purpose – strategic aims

acta believes that theatre is for everyone, and exists to promote opportunities to access theatre and the related arts.

The Company works to a diversity action plan with the following strategic aims:-

- acta workshops are open to everyone within the project target group.
- acta will make no charges to participants for workshops, and keep box office prices to a minimum, to ensure people are not prevented from participating for economic reasons.
- Workshop and performance venues are always welcoming, and accessible to the needs of the specific target group.
- acta will endeavour to provide transport to workshops for participants who may not otherwise be able to attend.
- acta's artistic policy is to give all participants an equal opportunity to be involved in the project, with people encouraged to develop their own roles within the group. Project participants devise all acta shows, thus ensuring their relevance to the communities with which we are working.

Achievements & Performance – a review of activities

The “theatre from the heart” festival in June was a particular highlight in our programme this year – more details below and at <https://www.acta-bristol.com/festival-2/>

Shortly after this, acta secured significant support from Paul Hamlyn Foundation, to extend our Foundation workplace learning scheme, and to deliver Stories, a new programme to create theatre with adults from diverse backgrounds across the City, which began in the new academic year.

Two new half-time foundation drama workers started in September, and the new full-time foundation post, finance & data assistant, began at the same time.

Another significant development this year was securing EU Creative Europe support for REACT, a new theatre programme with refugees, which includes another theatre festival at actacentre in March 2018.

A review of our main projects this year follows below:-

Yusuf Can't Talk

<https://www.acta-bristol.com/yusuf-on-tour/>

With support from the Wellcome Trust, this show initiated by acta's Arts & Communities programme in 2014-16, was developed further to tour to Cardiff, London and Birmingham this year.

A presentation about using community theatre as a tool to raise awareness of autism in the Somali community was created and toured as a separate initiative, to disseminate both the scientific and artistic learning.

Both strands of the programme have been delivered in partnership with Autism Independence.

Get Together, Bedminster

www.acta-bristol.com/get-together-bedminster/

Get Together, our local programme supported by BIG Reaching Communities, developed to engage new people of all ages in weekly participatory arts workshops to improve confidence, tackle social isolation, improve emotional well-being, individual self-esteem and community pride of place.

Over 200 participants have engaged in the local actacentre programme, which includes the following weekly workshops:-

- Bedminster Kids' and Youth Theatre groups – including *The Battle of The Ones* show in April.
- Phoenix young adults – performed *Three Green Bottles* in October.
- acta Company – performed *What Can You See Under the Sea* and *Only the Lonely* in the summer term, and *Bizarre Bazaar* in December.
- Choir – the intergenerational community choir performed a series of concerts at acta events throughout the year.
- Making Time – a daytime group for isolated older people.
- The Thursdays – an open access daytime drama & theatre group, which produced *High & Dry* in September.
- Day Trippers – a pilot project inspired by the Campaign to End Loneliness, to host a weekly day trip out to actacentre, to improve health and well-being.

Festival – Theatre from the Heart

<https://www.acta-bristol.com/festival-2/>

Working in partnership with other community theatre companies, practitioners and academic institutions, acta produced this exciting festival at the actacentre in June, welcoming hundreds of people to share in a series of shows, workshops and conversation about community theatre.

“One of the things that’s really striking as I watch community theatre is that I am looking at the society that I recognise. That’s not true when I sit in a mainstream theatre... just people telling their stories. I don’t see that. And I should.” Matarasso, closing remarks.

The Festival paved the way for a development of the acta Foundation workplace learning programme later in the year, to include a series of new quarterly seminars, and a raft of new partnerships and collaborations nationally and internationally. www.acta-bristol.com/more-better/

Southmead Kids

The new afterschool drama group that began last year continued into the summer term and successfully produced their show, *Murder So Sweet*, at the Greenway Centre in Southmead at the end of term in July.

Easton Kids

This partnership project that began last year with Felix Road Adventure Playground continued into the summer term for the children and playworkers to produce their show, *Not a Normal Game Show*, which they brought to perform at the actacentre theatre in July.

Sailors’ Tales

<https://www.acta-bristol.com/sailors-tales/>

Sailors’ Tales, a community play project supported by Heritage Lottery Fund, based on newly collected stories from sailors, dockworkers and their families living in Avonmouth and across North Bristol, performed at both the actacentre and Avonmouth Community Centre in November; a total of nine performances.

Earlier in the year, a series of five “play in a day” projects were delivered with children in primary schools, bringing together children and sailors to explore their memories and stories, and make theatre.

Young carers

www.acta-bristol.com/young-carers/

Our young carers programme, supported this year by BBC Children In Need, Garfield Weston and other charities, offers a weekly youth theatre for young carers from across Central, South & East Bristol, plus intensive holiday activities for young carers who have to travel from further afield to participate.

The young carers youth theatre produced their annual production, *What If We Could Help?* at actacentre in June. In addition, a series of three “play in 3 days” projects were delivered for new young carers, in July, October and February.

Stories

www.acta-bristol.com/take-part/community-theatre/

A series of new adult groups in communities across the City began in September, with support from Paul Hamlyn Foundation. All groups are creating new shows to perform in the summer term.

REACT – Refugee Engagement and integration Through Community Theatre

www.acta-bristol.com/react/

In partnership with Rotterdams Wijktheater (Holland) and Centro per lo Sviluppo Creativo Danilo Dolci (Sicily), acta is coordinating this EU Creative Europe community theatre programme for refugees to share their stories with host communities.

The programme began in the Autumn term, with partners starting work towards producing new shows to be performed next year. The project culminates with a festival at actacentre in March 2018.

Malcolm X Elders

Our longstanding partnership with the Malcolm X Elders Theatre Company produced another new show this year, *Moonshine Nights*, which performed at the launch night of the theatre from the heart festival in June.

In the autumn term, the Company returned to one of their previous shows, *Ticky Picky Boom Boom*, which they took to Stoke Park primary school in Lockleaze. The elders worked with a class of children to facilitate drama workshops alongside acta facilitators, leading to the children presenting their own version of the show at the end of term.

In the Spring term, the elders have begun new open access workshops at the actacentre, inviting new people to come and join them.

Financial review, reserves and risk management

The Company has increased the balance sheet value and achieved a small increase in general funds this year.

The trustees continuously review their policy on free reserves, taking advice from the auditor and consulting Charity Commission guidance, and the Company continues to aim to build up its free reserves to three months' normal operating costs, circa £90,000.

The Company accounts are reviewed by the trustees on a quarterly basis to ensure annual targets will be met, with the Treasurer attending quarterly finance subcommittee meetings with SMT prior to reporting back to the full Council of Management.

The trustees work closely with the Artistic Director to ensure that all possible areas of risk are considered in the management of the Company, and to develop all opportunities available. Each project is assessed before the charity makes a commitment to the work, and is then monitored on a monthly basis to ensure that any risks are minimised.

The Company has successfully worked to diversify its funding sources and activities, with a view to minimising the external risks to funding. It will continue to ensure a wide range of funding sources and activities in future years to keep these external risks to a minimum. The Company continues to benefit from a clear fundraising strategy, and has once again secured funds from new charitable sources. Most significantly in this year, the Company secured a second EU Creative Europe grant and a significant grant over four years from Paul Hamlyn Foundation.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Governance and internal control

Company and charity law requires the 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 surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are further responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Volunteers

The Company works with up to 2,000 participants each year, who volunteer their time as community performers and to take part in our workshops and events. Additionally, over 35 volunteers each year assist with stewarding events and performances, assisting with refreshments, gardening and other volunteering

opportunities. Staff members are all aware of our volunteer policy, and ensure volunteers are appropriately supervised, with an allocated key worker for each volunteer. We are grateful for all the efforts of our volunteers involved in service provision over the year.

Employee involvement and employment of disabled people

Employees have been consulted on issues of concern to them through regular company meetings, and have been kept informed on specific matters directly by the senior management team, in addition to weekly supervision meetings. There is regular communication between management members and employees, both through the senior management team and a system of staff reports to management.

The Artistic Director liaises with the trustees on the annual job review process for each employee.

The charity has implemented a number of detailed policies in relation to all aspects of personnel matters including:-

- Equality & Diversity Policy
- Volunteer policy
- Health & Safety policy

In accordance with the charity's equality & diversity policy, the charity has long established fair employment practices in the recruitment, selection, retention and training of disabled people.

Full details of the business plan and policies are available from the **act**centre.

Auditors

A resolution proposing that Dick Maule be re-appointed as auditor of the charity will be put to the AGM.

The Council of Management approved this report on Monday 15 May, 2017.

..... (Stef Brammar, Chair)

Independent Auditor's Report to the members of Acta Community Theatre Ltd

We have audited the financial statements of Acta Community Theatre Ltd for the year ended 31st March 2017 which comprise of the Statement of Financial Activities, the Balance Sheet, the Cash Flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement [set out in the Trustees Report] the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2017 and of its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Annual Report has been prepared in accordance with applicable legal requirements.

Independent Auditor's Report to the members of Acta Community Theatre Ltd

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit. or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report .

Signed.....

Richard Maule Senior Statutory Auditor

Date

3 Penlee View Terrace
Penzance, TR18 4HZ

10-12 Picton Street
Bristol, BS6 5QA

ACTA Community Theatre Limited

**Statement of Financial Activities
for the year ended 31st. March 2017**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	
		2017	2017	2017	2016
		£	£	£	£
Income					
Donations		8,404	-	8,404	5,826
Activities to generate funds:					
Interest receivable		250	-	250	568
Theatre bar sales		13,538	-	13,538	8,673
Income from charitable activities					
Grants and contracts	[8]	116,240	296,983	413,223	764,758
Box office and book sales		10,117	-	10,117	3,074
Premises hire		6,134	-	6,134	2,156
Fee income		8,000	-	8,000	4,704
Total		<u>162,683</u>	<u>296,983</u>	<u>459,666</u>	<u>789,759</u>
Expenditure					
Charitable activities	[9]	<u>158,103</u>	<u>267,856</u>	<u>425,959</u>	<u>913,105</u>
Total		<u>158,103</u>	<u>267,856</u>	<u>425,959</u>	<u>913,105</u>
Net income/(expenditure) for the year		4,580	29,127	33,708	(123,346)
Transfers between funds		(4,373)	4,373	-	-
Total funds at 1st. April 2016		<u>102,938</u>	<u>36,374</u>	<u>139,312</u>	<u>262,658</u>
Total funds at 31st. March 2017		<u><u>103,145</u></u>	<u><u>69,874</u></u>	<u><u>173,020</u></u>	<u><u>139,312</u></u>

ACTA Community Theatre Limited

Balance sheet as at 31st. March 2017

	Notes	2017		2016
		£	£	£
Fixed assets				
Tangible assets	(2)		24,652	<u>32,869</u>
Current assets				
Debtors and prepayments	(4)	31,632		10,500
Cash at bank and on hand		<u>143,430</u>		<u>123,849</u>
		175,062		134,349
Current liabilities				
Creditors: amounts falling due within 12 months	(3)	<u>(26,695)</u>		<u>(27,906)</u>
Net Current assets			<u>148,367</u>	<u>106,443</u>
Net assets			<u>173,019</u>	<u>139,312</u>
Unrestricted funds				
General funds			70,627	70,069
Designated funds	(8)		32,518	32,869
Restricted funds	(8)		<u>69,874</u>	<u>36,374</u>
Total funds			<u>173,019</u>	<u>139,312</u>

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

These financial statements were approved by the Trustees on.....

On behalf of the Trustees

dated:-

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ACTA Community Theatre Limited

Statement of Cash Flows

for the year ended 31st. March 2017

	2017	2016
	£	£
Cash flows from operating activities:		
Net cash provided by [used in] operating activities	19,332	(144,582)
Cash flows from investing activities:		
Interest	249	568
Purchase of fixed assets	-	(40,125)
	<u>19,581</u>	<u>(184,139)</u>
Changes in cash in the reporting period		
Cash and cash equivalents at the beginning of the year	123,849	307,989
Cash and cash equivalents at the end of the year	<u>143,430</u>	<u>123,849</u>
	<u>19,581</u>	<u>(184,139)</u>
Analysis of cash and equivalents		
Bank and cash	<u>143,430</u>	<u>123,849</u>

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st. March 2017

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous years.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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) issued on 16 July 2014, and the Charities Act 2011 and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] 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

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st. March 2017

(e) Fixed assets

The building is leased on a non-transferable lease from Bristol City Council, and the trustees feel it is not appropriate to capitalise the cost of refurbishment.

Other tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance method for all items costing over £500.

(2) Tangible Fixed Assets

	Stage equipment £	Office Fittings & equipment £	Total £
Cost			
balance brought forward	122,606	53,836	176,442
additions in the year	-	-	-
	<u>122,606</u>	<u>53,836</u>	<u>176,442</u>
Depreciation			
balance brought forward	92,512	51,061	143,573
charge for the year	7,524	694	8,218
	<u>100,036</u>	<u>51,755</u>	<u>151,790</u>
Net book value at 31st. March 2017	<u>22,571</u>	<u>2,081</u>	<u>24,652</u>
Net book value at 31st. March 2016	<u>30,094</u>	<u>2,775</u>	<u>32,869</u>

	2017 £	2016 £
(3) Creditors		
Falling due within 12 months		
Sundry creditors	11,695	27,906
Deferred income	15,000	-
	<u>26,695</u>	<u>27,906</u>

(4) Debtors and prepayments

Sundry debtors and prepayments	<u>31,632</u>	<u>10,500</u>
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(5) Capital commitments and contingent liabilities

There are none this year.

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st. March 2017

(6) Employee information

	2017	2016
Number of employees (average monthly head count)	10	9

No employee received emoluments of more than £60,000.

	£	£
Salaries and wages	250,940	214,374
Pension	583	-
Social security costs	19,324	17,673
	<u>270,847</u>	<u>232,047</u>

(7) Trustees information

Trustees remuneration and expenses

The trustees received no remuneration in the year.

Related Party transactions

The Treasurer, Tom Wood, is the partner of one of acta's employees, Projects Director Rosalie Pordes.

Rosalie Pordes' gross salary in the year was £22,988.

Tom Wood received no payment in his voluntary role as trustee.

ACTA Community Theatre Limited

(8) Movements in funds

	brought forward £	received in year £	utilised in year £	transfers £	carried forward £
Restricted funds					
Total capital grants	-	-	-	-	-
Revenue grants					
EU Creative Europe: REACT	-	51,931	(9,520)		42,411
EU Erasmus Plus: Medart	-	9,667	(9,667)		-
BIG (Reaching Communities)	-	74,750	(64,955)	-	9,795
Paul Hamlyn Foundation	-	46,370	(42,867)	-	3,503
Uni of Exeter / AHRC	-	14,948	(14,948)	-	-
Arts Council Grants					
Grants for the Arts	6,876	23,750	(30,626)	-	-
Strategic Touring: Gas Girls	-	12,500	(7,602)	-	4,898
Artists' International Development	-	4,201	(4,201)	-	-
BBC Children In Need: Young Carers	4,001	19,000	(21,985)	-	1,016
Singer Foundation	-	12,816	(7,416)	-	5,400
John Thaw: Young Carers	-	1,800	(1,800)	-	-
Garfield Weston: Young Carers	-	10,000	(10,000)	-	-
Heritage Lottery Fund: Sailors' Tales	8,939	14,500	(27,812)	4,373	-
Wellcome Trust: Yusuf Can't Talk	13,548	-	(10,697)	-	2,851
Quartet: Southmead Kids	3,010	-	(3,010)	-	-
Other grants (various)	-	750	(750)	-	-
Totals	36,374	296,983	(267,856)	4,373	69,874
Unrestricted funds					
Designated funds					
Future maintenance reserve	-	-	-	7,866	7,866
Equipment reserve	32,869	-	-	(8,217)	24,652
	<u>32,869</u>	<u>-</u>	<u>-</u>	<u>(351)</u>	<u>32,518</u>
General funds	70,069	162,683	(158,103)	(4,022)	70,627
Unrestricted grants					
J Paul Getty				-	25,000
Quartet				-	9,282
Arts Council England				80,000	80,000
Bristol City Key Arts Provider				36,240	36,240
Singer				-	5,000
Other				-	(384)
				<u>116,240</u>	<u>155,138</u>

ACTA Community Theatre Limited

(8) Movements in funds (comparative year)

	brought forward £	received in year £	utilised in year £	transfers £	carried forward £
Restricted funds					
Arts Council: Capital	157,712	303,800	461,512		-
Bristol City Council: Capital	-	50,000	50,000	-	-
Trusthouse: Capital	-	30,000	30,000	-	-
Other grants	-	360	360	-	-
Total capital	<u>157,712</u>	<u>384,160</u>	<u>541,872</u>	<u>-</u>	<u>-</u>
Arts Council grants for the arts:					
Arts & Communities	-	40,000	40,000	-	-
Seminars / festival	993	18,750	12,867	-	6,876
BLF (Reaching Communities): Get Together programme	5,684	39,000	44,684	-	-
DCLG: Arts & Communities	2,582	40,000	42,582	-	-
Wellcome Trust: Yusuf	-	23,648	10,100	-	13,548
Heritage Lottery Fund: Sailors' Tales	-	14,500	5,561	-	8,939
Bristol Port Authority: Sailors' Tales	-	3,700	3,700	-	-
BBC CIN: Young Carers	-	16,000	11,999	-	4,001
Uni of Exeter / AHRC	-	7,437	7,437	-	-
Quartet: Southmead	-	7,000	3,990	-	3,010
Singer Foundation:					
Phoenix (Get Together programme)	-	5,000	5,000	-	-
EU Medart	-	4,925	4,925	-	-
Other grants (various)	1,988	5,500	7,488	-	-
Totals (excluding capital)	<u>11,247</u>	<u>225,460</u>	<u>200,333</u>	<u>-</u>	<u>36,374</u>
	<u>168,959</u>	<u>609,620</u>	<u>742,205</u>	<u>-</u>	<u>36,374</u>
Unrestricted funds					
Designated funds					
L Dub and North Bristol Projects	5,000	-	-	(5,000)	-
Equipment reserve	6,778	-	-	26,091	32,869
	<u>11,778</u>	<u>-</u>	<u>-</u>	<u>21,091</u>	<u>32,869</u>
General funds	<u>81,921</u>	<u>180,139</u>	<u>(170,900)</u>	<u>(21,091)</u>	<u>70,069</u>
Unrestricted grants					
J Paul Getty				25,000	25,000
Quartet				9,282	-
Arts Council England				80,000	-
Bristol City Key Arts Provider				36,240	36,240
Singer				5,000	-
Other				(384)	1,800
				<u>155,138</u>	<u>63,040</u>

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st. March 2017

[9] Expenditure

	Charitable activities	Total
	2017	2016
	£	£
Subscriptions, affiliations and monitoring	541	662
Staff training	2,980	4,035
Recruitment	25	414
Catering and sundry expenses	-	2,364
Salaries and wages	270,847	232,047
Telephone	2,168	1,777
Post, stationery and office consumables	3,621	4,644
Participant expenses	2,942	1,920
Bar costs	5,397	3,921
Rates, cleaning and waste disposal	4,628	4,179
Security costs	1,038	1,094
Repairs and renewals	8,434	22,503
Insurance	8,663	10,907
Bank charges	190	81
Heat and light	8,353	7,022
Non-capitalised equipment	-	971
Annual audit fees	1,850	1,650
Project examiners fees	-	125
Building development programme (overprovision written back)	(7,866)	521,302
Legal and professional	-	150
	<u>313,811</u>	<u>821,768</u>
Theatre company operating costs		
Print, publicity & photographic documentation	6,236	8,941
Freelance fees	44,311	40,205
Venue hire	6,018	3,456
Production costs	12,443	8,862
Travel and accommodation expenses	23,727	8,214
Vehicle hire	11,196	7,625
Depreciation	8,218	14,034
	<u>112,148</u>	<u>91,337</u>
	<u>425,959</u>	<u>913,105</u>

ACTA Community Theatre Limited

Notes to the accounts for the year ended 31st. March 2017

[10] Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	-	24,652	-	24,652
Current assets	97,322	7,866	69,874	175,063
Current liabilities	<u>(26,695)</u>	<u>-</u>	<u>-</u>	<u>(26,695)</u>
Net assets at 31st March 2017	<u>70,627</u>	<u>32,518</u>	<u>69,874</u>	<u>173,019</u>

[11] Reconciliation of net income/ [expenditure] to net cash flows from operating activities

	2017 £	2016 £
Net income/[expenditure for the year [as per SoFA].	33,707	(123,346)
Adjustment for:		
Depreciation charges	8,218	14,034
[Increase]/ decrease in debtors	(21,132)	1,251
Increase/ [decrease] in creditors	(1,211)	(35,953)
Interest	<u>(249)</u>	<u>(568)</u>
Net cash provided by [used in] operating activities	<u>19,332</u>	<u>(144,582)</u>

ACTA Community Theatre Limited

(12) Analysis of prior year funds

**Statement of Financial Activities
for the year ended 31st. March 2016**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	
		2016	2016	2016	2015
		£	£	£	£
Income					
Donations		5,826	-	5,826	2,624
Activities to generate funds:					
Interest receivable		568	-	568	721
Theatre bar sales		8,673	-	8,673	-
Income from charitable activities					
Grants and contracts		155,138	609,620	764,758	536,992
Box office and book sales		3,074	-	3,074	3,425
Premises hire		2,156	-	2,156	122
Fee income		4,704	-	4,704	18,955
Total		<u>180,139</u>	<u>609,620</u>	<u>789,759</u>	<u>562,839</u>
Expenditure					
Charitable activities	[9]	<u>170,900</u>	<u>742,205</u>	<u>913,105</u>	<u>394,143</u>
Total		<u>170,900</u>	<u>742,205</u>	<u>913,105</u>	<u>394,143</u>
Net income/(expenditure) for the year		9,239	(132,585)	(123,346)	168,696
Transfers between funds		-	-	-	-
Total funds at 1st. April 2015		<u>93,699</u>	<u>168,959</u>	<u>262,658</u>	<u>93,962</u>
Total funds at 31st. March 2016		<u><u>102,938</u></u>	<u><u>36,374</u></u>	<u><u>139,312</u></u>	<u><u>262,658</u></u>