

**ALBANY THEATRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014**

**ALBANY THEATRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

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for the year ended 31 March 2014**

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**ALBANY THEATRE TRUST
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REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number: 07929154 (England and Wales)

Charity number: 1151595

Directors: D.N. Meredith
Ms. D.E. Dodd
L.P. Moore
D.E. Kershaw
D.S. Wanley
J.E.J. Wadey
J.L. Culverwell - resigned 26 June 2013
A. Hardy
Ms. C. Bryanston
Miss T. Coombs – appointed 12 May 2014
C.J. Beale – appointed 12 May 2014

Registered office: One Eastwood
Harry Weston Road
Binley Business Park
Coventry
West Midlands
CV3 2UB

Accountants: Dafferns LLP
Chartered Accountants
One Eastwood
Harry Weston Road
Binley Business Park
Coventry
CV3 2UB

Bankers: The Co-operative Bank
P.O. Box 101
Balloon Street
Manchester
M60 4EP

**ALBANY THEATRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
for the year ended 31 March 2014**

The directors present their report with the financial statements of the company for the year ended 31 March 2014.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee incorporated on 30 January 2012 and governed by its Memorandum and Articles of Association. The company became a registered charity on 11 April 2013.

Recruitment and appointment of directors

The directors of the company are also the charity trustees for the purpose of Charity Law. Under the requirements of the Memorandum and Articles of Association one-third of the directors must retire and offer themselves for re-election at the Annual General Meeting.

The charity is administered by the Trustees, who meet regularly to review the management of the Trust. Day to day administration is carried out by L. Moore and D. Meredith.

The Trustees have considered the major risks to which the Charity is exposed and have reviewed those risks and established systems and procedures to manage those risks.

All Trustees give their time voluntarily and received no benefits from the charity.

OBJECTIVES AND ACTIVITIES

The objects of the charity are to promote, maintain, improve and advance education by the encouragement of the arts including, without limitation, the arts of drama, mime, dance, singing and music.

The policy of the charity is to enrich the cultural life of Coventry; we aim to contribute to the development and regeneration of the City, playing an active role in the community. We set out our ambitions last year to create opportunities for community participation with a focus on inclusion and quality. To this end, the charity is increasingly successful at reflecting cultural diversity on the Albany stage and at actively seeking to reach those groups who are currently under-represented. Our programme now reflects our intention to offer local community groups, schools, colleges, universities and societies opportunities to create and perform their own work as well as providing audiences with a rich and varied arts programme.

The most important consideration is to run the theatre efficiently, ensuring the long-term financial viability of the organisation. The charity will explore and develop a range of business activities to support this aim. We will maintain and improve the internal structure and fabric of the theatre, creating an environment that people of all ages and backgrounds find welcoming, accessible and inclusive.

The charity aims to create opportunities for community participation with a focus on inclusion and quality, giving our audiences a well-balanced programme of activities and events, including professional performances, and striving to meet with excellence all the demands placed on a community theatre. We seek to develop a distinctive identity for the Albany, characterised as "the theatre for the community we create".

To this end, the charity embraces the cultures present within our local community, aiming to reflect their diversity on our stage and in all our activities, and actively seeking to reach those groups who are currently under-represented. We offer local community groups, schools, colleges, universities and societies opportunities to create and perform their own work, providing technical support and guidance as required. We provide opportunities for entertainment, fun, exploration, learning and sharing, complementing the cultural offer within the city and helping Coventry develop as a thriving centre of culture

The charity is committed to the provision of arts for all, and dedicated to the belief that arts, entertainment and cultural expression in a diversity of forms are a force for good in today's society in improving quality of life and providing opportunities for collective enjoyment, enlightenment, learning, reflection and celebration.

Through all activities, the charity seeks to enhance the Theatre's reputation, developing good media relationships, maintaining a high local profile and becoming the city's voice for amateur performing arts.

**ALBANY THEATRE TRUST
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**TRUSTEES' REPORT
for the year ended 31 March 2014**

OBJECTIVES AND ACTIVITIES (cont'd)

We support the development of our staff, be they paid or volunteer, ensuring an excellent working environment and aiming to be a model of good practice as an organisation.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW

The results for the period and the financial position of the company are shown in the annexed financial statements.

The most important consideration is to run the theatre efficiently. Having set out with the intention of employing key staff, it became clear that this was not a responsible course to take in the early days of the operation. Over the last twelve months we have developed a fully volunteer-managed and run organisation.

The long term viability of the charity depends on our securing an acceptable theatre lease under the Section 106 Agreement. A draft lease has been offered, but it contains unacceptable conditions that threaten the charity's long-term viability. It is critically important that the Trust is able to secure permanent additional space within the Earlsdon Park development.

Notwithstanding this concern, it is important to recognise and celebrate the considerable achievements of the last twelve months. Strong financial controls have steadily improved our position to the point that not only do we have adequate reserves, and have been able to invest in significant maintenance, development and enhancement projects, we now have good visibility of future revenues and are able to employ a Theatre Manager on a permanent contract. The Trustees believe this is an important step forward; it will significantly enhance our capacity and capabilities.

The range of events and use of the theatre by different groups continues to widen: the Programming Committee is slowly but surely developing the Albany Theatre's identity. The Albany is now the home for premieres by the renowned touring company, Ballet Theatre UK and we are to host our first Shakespeare play since re-opening. All of the local Musical Theatre Societies have presented successful shows and our effort to encourage different community groups to use our facilities is beginning to bear fruit: we welcome Coventry Tamil Welfare Association's "Bharatanatyam", the Bengali community's "Saraswat Sangha" and Subrang Arts' "Janak Dulari Sita" later in the year.

We continue to provide opportunities for young people. The Albany is regularly used by leading Coventry Dance schools; Coventry Youth Operetta Group (YOG) has "come home"; we are supporting a summer school, are establishing close links with students at Coventry University and have three primary schools bringing performances to the theatre in July. But our community does not just comprise young people: Coventry Barber Shop and Harmony Club and the Savoy Opera's "Old Time Music Hall" will appeal to a different generation, and our own "Generations" project will bring together different generations in a story telling project.

Two new Directors have joined the Board recently: Chris Beale offers a wealth of technical expertise and Tracie Coombs brings expertise in personnel and fund-raising. The Trust now hopes to appoint a Director with commercial property experience to help secure the outstanding lease.

The Directors' intention to establish the Albany as a mass membership organisation has not progressed significantly, as the pressures of day-to-day operations have not left the capacity to develop "Albany Friends". This intention remains.

**ALBANY THEATRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT
for the year ended 31 March 2014**

ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW (cont'd)

Last year, we noted that whilst the Trust aspires to employ a small team of key staff once revenue streams are secured the day to day running of the theatre will always depend on volunteers. This remains and will remain true. The volunteer structure has been strengthened, particularly since January when a Management Team and Technical Team Leaders were established. All volunteers will in future be required to undergo a Disclosure and Barring Service check.

The Trust benefits from and is grateful for the continued support of Coventry City Council and the Theatres Trust.

Finally, in last year's report we concluded by saying that the Trust will ensure that core activities are self-financed to protect the theatre's stability and security; we have achieved this aim.

Over the next twelve months, supported by our new Theatre Manager, the Trust will continue to ensure the charity's financial stability and security, and to renovate and improve the theatre infrastructure, but most importantly our focus will be on strengthening and developing our volunteer infrastructure to provide the best possible environment for volunteers to give their time and services in the most productive ways, and get the greatest enjoyment and satisfaction out of the experience. The Directors pay tribute to each person who has given time, effort and expertise to help establish the Albany Theatre's current strength; it is a remarkable achievement by everyone involved.

RESERVES POLICY

The trustees have adopted the following reserves policy. They will aim to ensure that, at all times, the level of reserves is appropriate to the level of the Charity's activities.

The trustees will review annually the nature of the income and expenditure streams, the need to match variable income with fixed commitments, and the nature of the reserves in order to decide on the level of reserves required for the charity to be managed efficiently and to enable future services to remain uninterrupted.

Further reserves can be achieved through fundraising, one off grants and donations.

Use of reserves

Reserves are used to:

Protect the long term delivery and continuity of services.
Ensure the upkeep of the property and to help fund any major repairs/alterations required.

Level/form of reserves

Trustees decide the level of reserves required.

The current aim of the Trust is to hold reserves of at least £75,000. This was broadly achieved by March 2014. This figure will be kept under review as the cost base of the Theatre increases.

Decisions on the use of reserves will be made by the Board.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

D.N. Meredith – DIRECTOR

Dated:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ALBANY THEATRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 6 to 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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:

1. which gives me reasonable causes to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006 ; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement or Recommended Practice Accounting and Reporting by Charities;have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

G.R. Cox BA FCA
Dafferns LLP
Chartered Accountants
One Eastwood
Harry Weston Road
Binley Business Park
Coventry
CV3 2UB

Date:

**ALBANY THEATRE TRUST
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**STATEMENT OF FINANCIAL ACTIVITIES
(including Income and Expenditure Account)
for the year ended 31 March 2014**

	<u>Notes</u>	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> <u>2014</u> £	<u>Total</u> <u>2013</u> £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Grants		66,525	-	66,525	89,203
Donations		447	5,000	5,447	567
Investment income		165	-	165	35
General fundraising		165	-	165	-
Other income		22,072	-	22,072	-
Incoming resources from charitable activities					
Operation of theatre	3	99,323	-	99,323	6,022
Total incoming resources		<u>188,697</u>	<u>5,000</u>	<u>193,697</u>	<u>95,827</u>
RESOURCES EXPENDED					
Charitable activities:					
Operation of theatre	4	137,857	-	137,857	77,622
Governance costs	5	1,650	-	1,650	1,500
Total resources expended		<u>139,507</u>	<u>-</u>	<u>139,507</u>	<u>79,122</u>
Net incoming resources/net income for the period before transfers		49,190	5,000	54,190	16,705
Transfer between funds		5,000	(5,000)	-	-
Net movement in funds		54,190	-	54,190	16,705
Reconciliation of funds					
Total funds brought forward		16,705	-	16,705	-
Total funds carried forward		<u>70,895</u>	<u>-</u>	<u>70,895</u>	<u>16,705</u>

All incoming resources and resources expended derive from continuing activities.

The notes form part of these financial statements

**ALBANY THEATRE TRUST
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**BALANCE SHEET
31 March 2014**

	<u>Notes</u>	<u>2014</u>		<u>2013</u>	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		24,798		10,160
CURRENT ASSETS					
Stock	8	1,000		-	
Debtors	9	31,485		1,978	
Cash at bank and in hand		109,481		39,039	
		<hr/>		<hr/>	
			141,966		41,017
LIABILITIES					
Creditors falling due within one year	10	(95,869)		34,472	
		<hr/>		<hr/>	
NET CURRENT ASSETS			46,097		6,545
			<hr/>		<hr/>
NET ASSETS			70,895		16,705
			<hr/> <hr/>		<hr/> <hr/>
FUNDS					
Unrestricted income fund			70,895		16,705
			<hr/> <hr/>		<hr/> <hr/>

The directors are satisfied that the company was entitled to exemption under Section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006.
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

ON BEHALF OF THE BOARD:

D.N. Meredith - DIRECTOR

L. Moore - DIRECTOR

Approved by the Board on

The notes form part of these financial statements

**ALBANY THEATRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2014**

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

Incoming resources

All incoming resources are accounted for when the charity has entitlements to the funds, certainty of receipt and the amount is measurable. Where income is received in advance of a performance or other specified service it is deferred until the charity is entitled to that income.

Fund accounting

Unrestricted funds are available to use to further any purpose of the charity.

Resources expended and irrecoverable VAT

All resources expended are recognised once a legal or constructive obligation to make a payment to a third party.

Charitable activities include the direct costs of performances and operating expenses of the theatre.

Governance costs represent those costs of the strategic management of the charity and of complying with constitutional and statutory requirements.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Tangible fixed assets

Fixed assets are capitalised at cost and are depreciated on a straight line basis over their estimated useful lives as follows:-

Equipment 3 years

Stocks

Bar stocks are included at the lower of cost and net realisable value

	<u>2014</u>	<u>2013</u>
	£	£
2. GRANTS RECEIVED		
Coventry City Council	38,775	61,453
MCD (Coventry) Limited	27,750	27,750
	66,525	89,203
	66,525	89,203
3. THEATRE INCOME		
Ticket sales and booking fees	1,485	2,236
Theatre hire	68,185	2,583
Technical staff and other recharges	2,950	582
Programme sales and advertising	-	621
Bar income	22,717	-
Ice cream sales	3,986	-
	99,323	6,022
	99,323	6,022

**ALBANY THEATRE TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2014**

4.	OPERATION OF THEATRE	<u>2014</u> £	<u>2013</u> £
	Ice cream purchases	1,914	-
	Bar purchases	15,379	-
	Direct show costs	9,677	5,684
	Operating expenses		
	Establishment	54,597	19,768
	Consultancy and staff costs	3,870	21,179
	Marketing and website	3,667	5,283
	Communication and IT	4,189	1,387
	Electrics repairs and maintenance	27,900	8,496
	Building work and security	5,193	8,707
	Legal and surveyors fee	(194)	6,278
	Sundries	745	220
	Depreciation	8,740	620
	Sponsorship	2,180	-
		<u>137,857</u>	<u>77,622</u>
5.	GOVERNANCE COSTS		
	Accountancy fees	1,650	1,500
		<u>1,650</u>	<u>1,500</u>
6.	DIRECTORS REMUNERATION		
	No director/trustee received any remuneration or reimbursed expenses during the year to 31 March 2014.		
7.	FIXED ASSETS		Equipment £
	Cost		
	At 1 April 2013		10,780
	Additions		23,378
			<u>34,158</u>
	31 March 2014		<u>34,158</u>
	Depreciation		
	At 1 April 2013		620
	Charge for year		8,740
			<u>9,360</u>
	At 31 March 2014		<u>9,360</u>
	Net Book Value		
	At 31 March 2014		<u>24,798</u>
	At 31 March 2013		<u>10,160</u>

**ALBANY THEATRE TRUST
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2014**

	<u>2014</u>	<u>2013</u>
	£	£
8. STOCK		
Bar stock	1,000	-
	<u>1,000</u>	<u>-</u>
9. DEBTORS		
Trade debtors	27,971	560
Prepayments and accrued income	3,514	1,418
	<u>31,485</u>	<u>1,978</u>
10. CREDITORS FALLING DUE WITHIN ONE YEAR		
Trade creditors	9,805	7,087
Other creditors	20,396	-
Accruals and deferred income	65,668	27,385
	<u>95,869</u>	<u>34,472</u>
11. RESTRICTED FUNDS		

During the year £5,000 was received from the Edward Cadbury Charitable Trust towards the cost of a new projector, which was purchased in February 2014.