

Report of the Directors and
Unaudited Financial Statements
for the Year Ended 28 February 2015
for
Biggar Theatre Workshop

Charity Number – SC032641

Company Number – SC368706 (Scotland)

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for the Year Ended 28 February 2015

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Biggar Theatre Workshop

Company Information
for the Year Ended 28 February 2015

DIRECTORS:

M Chad
I L Goldie
W A M Muir
R Wallace
B Duffner OBE
M M MacDonald
Dr G Burns

SECRETARY:

B Duffner OBE

REGISTERED OFFICE:

c/o Gil Dunn
Persilands
Carwood Road
Biggar
Lanarkshire
ML12 6LX

REGISTERED NUMBER:

SC368706 (Scotland)

CHARITY NUMBER

SC032641

ACCOUNTANT:

Paul Brien CA
MRA Business Services Limited
Chartered Accountants
2 & 6 Wellgatehead
Lanark
Lanarkshire
ML11 9AA

The directors present their report with the financial statements of the company for the period ended 28 February 2015.

INCORPORATION

The company was incorporated on 17 November 2009. Prior to this Biggar Theatre Workshop existed as an unincorporated association.

DIRECTORS

The directors shown below are in office as at the Balance Sheet date.

M Chad
I L Goldie
W A M Muir
R Wallace
B Duffner OBE
M M MacDonald
Dr G Burns

CONSTITUTION and CHARITABLE OBJECTIVES

The company is governed by Articles of Association. Its purpose is to promote the advancement of education of the residents of Biggar and District, without distinction of race, religion or political or other opinions, through participation in the arts by:

- . Providing opportunities for work and study during leisure hours in the fields of Art, Music and Drama;
- . Providing for public performance the best in amateur music, and the best in amateur and professional art and drama; and
- . Establishing, fostering and supporting schemes for the promotion of Art, Music and Drama or the organisation of events or such other means as may, from time to time, be thought desirable.

These are the company charitable purposes for the purposes of section 7 of the 2005 Act. For as long as the company is entered on the Scottish Charity Register its purposes may only be altered with the prior consent of OSCR and in accordance with any conditions attached to such consent.

ACTIVITIES and ACHIEVEMENTS

BTW Ltd has had a generally satisfactory fourth year, continuing to build on good relationships with community groups, promote use of our facilities, and present a variety of artistic and performance events.

Throughout the year, the foyer "art gallery" continued to provide an attractive and welcoming experience for visitors to the building. It was of particular benefit that the doors were visibly open and the building in use during the daytime for most of the week.

The building is fairly well used, though income from the hall lets decreased by nearly 10% from £13,690 to £12,381.

In-house (BTW) productions have included the annual pantomime (Snow White), the "Cripple of Inishmaan" and the "The Magic Flute". However, net revenue from this source decreased by 33%, from £6,622 to £4,396.

Net takings from the bar reduced by 47%, from £5,533 to £2,938.

Biggar Rotary Club's "Biggar Little Cinema" continues to be popular, and has also raised significant sums for local and national charities.

Our Youth Theatre Group (CXYP – "Corn Exchange Young Performers") continues to develop, and led by a young professionally-qualified leader, with two teenage assistants, who are gaining knowledge, experience and confidence from their involvement. There are now sections for three different age groups, ranging from pre-school to mid-teens, each of which meets weekly throughout the school terms. Over the year, this group incurred a net cost of £790. However, grant funding received in the previous financial year resulted in an overall CXYP surplus of £3,584 over 2 years. The Trustees consider this to be an important investment in the young people of our community, and funding will be sought to ensure continued operation.

Some further fund-raising has been achieved by the provision of a series of lunch-time concerts, and the registration of BTW for Gift-Aid.

With the help of a grant from the Clyde Wind Farm Fund, additional stage equipment had been procured. This has been capitalised, resulting in a higher depreciation charge for this year.

The overall impact of all the above is a reported loss of £3,364.

Trustees meet regularly, and continue to monitor both artistic and financial performance. As noted last year, we are in discussions with our landlords (South Lanarkshire Council) about some minor changes to our lease, which should give us some flexibility in how we manage our maintenance obligations. These discussions have been delayed due to some structural concerns, which have now been addressed. We anticipate concluding the changes to the lease during the 2015/16 financial year.

RECRUITMENT AND APPOINTMENT OF TRUSTEES

Trustees shall be appointed by ordinary resolution of the members or by resolution of the trustees as per the Articles of Association.

TRUSTEES REMUNERATION AND EXPENSES

Trustees received neither remuneration nor expenses.

MEMBERSHIP

Membership of the Company (within the meaning given in section 112 of the Companies Act 2006) currently comprises the seven Trustees. In addition to this, (non-voting) membership of the theatre group is freely available to all who wish to join, for a charge of £15 per annum.

RESERVES POLICY

Total bank balances are around £35,000, which represents 80% of our total operating costs over the last year.

Currently this is a realistic figure. We anticipate some repair and maintenance costs over the coming years (due to fair wear and tear) and will seek to keep reserves at a minimum of £30,000. Though there is no immediate need to replace equipment, we are also conscious that, in the longer term, depreciated assets will need to be replaced.

RESPONSIBILITIES OF THE BOARD

The Board's responsibilities as decreed by Company Law are outlined on the Balance Sheet.

MEMBERS OF THE BOARD

Members of the Board, who are directors for the purposes of Company Law and trustees for the purposes of Charity Law and who served during the year are set out on page 1 of the report.

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:

.....
M Chad - Director

Date: 29th June 2015

Biggar Theatre Workshop

Statement of Financial Activities
for the Year Ended 28 February 2015

	Unrestricted Funds	Restricted Funds	Total	2014
Incoming Resources				
Grants and other income	5,000		5,000	4,552
Donations	867		867	0
BTW other events	568		568	5,472
Subscriptions	765		765	600
Century Account	1,200		1,200	1,000
Bank interest received	73		73	119
Hall lets	12,381		12,381	13,690
Bar takings	6,560		6,560	11,060
Senior productions	9,317		9,317	12,464
Juniors & Youth (CXYP)	3,868		3,868	7,497
Costume Hire	20		20	60
Total	40,619		40,619	56,514
Resources Expended				
Admin support & cleaning	8,064		8,064	6,987
Telephone & internet	557		557	474
BTW other production costs	500		500	6,343
Furniture	0		0	936
Bank charges	292		292	385
Sundry expenses	577		577	1,250
Juniors & Youth (CXYP)	4,658		4,658	3,123
Accountancy & legal fees	673		673	1,303
Bar stock	3,622		3,622	5,527
Licenses, insurances, performing rights	3,764		3,764	3,149
Heat, light & power	3,217		3,217	5,189
Repairs & maintenance	976		976	5,243
Senior productions	4,921		4,921	5,842
Hall rent	502		502	0
Marketing	988		988	0
Depreciation of theatre assets	10,672		10,672	9,803
Total	43,983	0	43,983	55,645
Net Surplus/ (Deficit) for the Year	(3,364)	0	(3,364)	869
Funds brought forward	106,983	500	107,483	106,614

Funds carried forward

103,619	500	104,119	107,483
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Biggar Theatre Workshop

Balance Sheet
28 February 2015

	Notes	2015	2014
Fixed Assets			
Tangible Fixed Assets	2	66,646	68,625
Current Assets			
Bank Accounts		35,331	38,858
Bar stock		542	0
Cash on hand		100	0
Prepayments		1,500	0
Net Current Assets		37,473	38,858
Net Free Assets		<u>104,119</u>	<u>107,483</u>
Reserves			
Unrestricted Funds		103,619	106,983
Restricted Funds	3	500	500
		<u>104,119</u>	<u>107,483</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 28 February 2015.

The members have not required the company to obtain an audit of its financial statements for the period ended 28 February 2015 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 surplus or deficit 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.

The 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).

The financial statements were approved by the Board of Directors on June 29th 2015 and were signed on its behalf by:

.....
M Chad - Director

The notes form part of these financial statements
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1. **ACCOUNTING POLICIES**

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice (SORP) 'Accounting for Charities', the Charities Accounts (Scotland) Regulations 2006, with the founding deed being the memorandum and articles of association.

Incoming resources

Incoming resources are included in the accounts on an accruals basis.

Resources expended

Resources expended are included in the accounts on an accruals basis, inclusive of value added tax, which cannot be recovered.

Depreciation

Depreciation on theatre equipment is provided at the rate of 10% per annum on a straight line basis.

2. **TANGIBLE FIXED ASSETS**

	Theatre Equipment
Cost	
Cost / Valuation at 1 March 2014	98,034
Added during year	8,693
As at 28 February 2015	<u>106,727</u>
Depreciation	
As at 1 March 2014	29,409
Charge for the Year	10,672
As at 28 February 2015	<u>40,081</u>
Net Book Value	
As at 1 March 2014	<u>68,625</u>
As at 28 February 2015	<u>66,646</u>

The fixed assets are items of theatre equipment acquired on incorporation of Biggar Theatre Workshop.

3. **RESTRICTED FUNDS**

	2015	2014
Civic Society – Rose Window replacement project	<u>500</u>	<u>500</u>

4. **CAPITAL COMMITMENTS**

There were no capital commitments at the Balance Sheet date.

5. **CONTINGENT LIABILITIES**

There are no contingent liabilities at the Balance Sheet date.

I report on the accounts of the company for the period ended 28 February 2015, which are set out on pages 4 to 6.

Respective responsibilities of directors/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 in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10 (1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
 - To prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave 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.

Paul Brien CA
MRA Business Services Limited
Chartered Accountants
2 & 6 Wellgatehead
Lanark
Lanarkshire
ML11 9AA

Date: June 29th 2015