

**SPARE TYRE THEATRE COMPANY LIMITED**

**(Limited by Guarantee)**

**Company No. 1301049**

**TRUSTEES' REPORT**

**AND**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 1998**



A03 \*AWZCU8RA\* 484

COMPANIES HOUSE 15/08/98

COMPANIES HOUSE 08/08/98

# Spare Tyre Theatre Company Limited

## Index

### Page

1	Report of the Trustees
3	Statement of Trustees' Responsibilities
3	Report of the Auditors
4	Statement of Financial Activities
5	Balance Sheet
6-9	Notes to the Financial Statements

# Spare Tyre Theatre Company Limited

## Trustees

Guy Holland (Chair)

Carolene Hinds

Carolyn Naish

Angela McNicholl

Steve Moffitt

Sara Robinson

Sue Stapley

## Secretary

Sara Robinson

## Bankers

National Westminster Bank Plc

2 Greenwich Church Street

London SE10 8BQ

## Auditors

Kingston Smith

80-82 Regent Street

London W1R 5PA

## Administrative Office

Allcroft Community Centre

45 Ashdown Crescent

Off Queens Crescent

London NW5 4QE

# Spare Tyre Theatre Company Limited

## Report of the Trustees

The board of trustees have pleasure in presenting their annual report on the affairs of the charity together with the financial statements for the year ended 31 March 1998.

### Constitution

The charity, registered number 273418, is a company limited by guarantee and is governed by its Memorandum and Articles of Association. The guarantee of individual members is limited to £1.

### Principal Activities

The objects of the charity are to provide drama and music training for disadvantaged groups in London, leading to performances.

### Management

The charity is managed on a day to day basis by one paid staff member (as at 31 March 1998). The board of trustees meet every quarter to receive reports from staff and to formulate policy.

### Trustees

The trustees, who are also directors for the purposes of the Companies Act 1985, who served during the year were:

Guy Holland	(Chair)
Judith Cook	(resigned May 1998)
Graeme Evans	(resigned January 1998)
Carolene Hinds	
Steve Moffitt	
Carolyn Naish	
Catherine Robertson	(resigned January 1998)
Sara Robinson	

Angela McNicholl and Sue Stapley were appointed trustees after 31 March 1998.

Trustees are appointed by the board of trustees to be confirmed by the members at the next general meeting of the company. No trustees received any reimbursement of expenses during the year.

### Review of Activities

During the year 1997/98, Spare Tyre Theatre Company ran three drama and music projects all of which resulted in performance to live audiences and local tours of between 4-10 venues. The first, Pink Project 97, was based at Oval House Theatre and involved young employed gay men and lesbians who wished to explore issues around sexuality and their place in the world. The second was a collaboration with the Newham based community arts organisation Theatre Venture and was entitled "I'll Tell You a Life!" The participants were drawn from groups of older people around the Beckton area. The final project was "On the Edge", a mixed ability drama and music project involving young unemployed people with and without learning disabilities in Redbridge.

### Financial Review

The charity is financially dependent on grants and donations from a variety of sources. The charity had net incoming resources for the year of £69,347 (1997 £89,831), details of which are shown in the Statement of Financial Activities on page 3. The net decrease in Unrestricted Funds was £2,437 (1997 increase £2,461). The trustees believe that the financial position of the charity will enable it to achieve its immediate future plans and commitments.

# Spare Tyre Theatre Company Limited

## Report of the Trustees

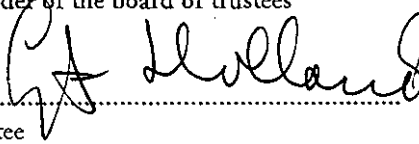
### Auditors

Kingston Smith have indicated their willingness to continue in office and in accordance with the provisions of the Companies Act 1985 it is proposed that they be re-appointed auditors to the company for the ensuing year.

### Small Company Exemptions

These financial statements have been prepared in accordance with the special provisions of S246 Companies Act relating to small companies.

By order of the board of trustees



.....

Trustee

15 July 1998

# Spare Tyre Theatre Company Limited

## Statement of Trustee's Responsibilities

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent and prepare the financial statements on a going concern basis unless it is inappropriate to assume that 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 enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Auditors' Report to the Members of Spare Tyre Theatre Company Limited

We have audited the financial statements on pages 4 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

### Respective Responsibilities of Trustees and Auditors

As described above, the trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

### Basis of Opinion

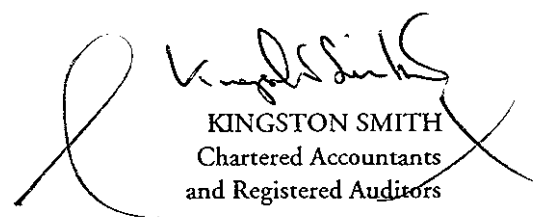
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs at 31 March 1998 and of its incoming resources and application of resources, including its income and expenditure in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Quadrant House  
80-82 Regent Street  
London W1R 5PA

  
KINGSTON SMITH  
Chartered Accountants  
and Registered Auditors  
15 July 1998

**Spare Tyre Theatre Company Limited**  
**Statement of Financial Activities**  
**For the year ended 31 March 1998**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 1998	Total Funds 1997
		£	£	£	£
<b>Income and Expenditure Account</b>					
<b>Incoming Resources</b>					
Grants	4	35,893	32,285	68,178	84,090
Donations		289	-	289	1,447
Fees		880	-	880	4,216
Bank interest		-	-	-	78
		<u>37,062</u>	<u>32,285</u>	<u>69,347</u>	<u>89,831</u>
<b>Resources Expended</b>					
Direct charitable expenditure		17,796	37,104	54,900	54,098
Fundraising and publicity		4,801	-	4,801	11,216
Management and administration of the charity		13,454	-	13,454	20,685
Total Resources Expended	5	<u>36,051</u>	<u>37,104</u>	<u>73,155</u>	<u>85,999</u>
Net Movement in Funds before transfers		1,011	(4,819)	(3,808)	3,832
Transfer between Funds		<u>(3,448)</u>	<u>3,448</u>	<u>-</u>	<u>-</u>
Net Movement in Funds after transfers		(2,437)	(1,371)	(3,808)	3,832
Balance brought forward at 1 April 1997		9,290	1,371	10,661	6,829
Balance carried forward at 31 March 1998	10	<u>6,853</u>	<u>-</u>	<u>6,853</u>	<u>10,661</u>

**Total Recognised Gains and Losses**

The charity had no recognised gains or losses during the above two financial years other than the net movement in funds for the year.

# Spare Tyre Theatre Company Limited

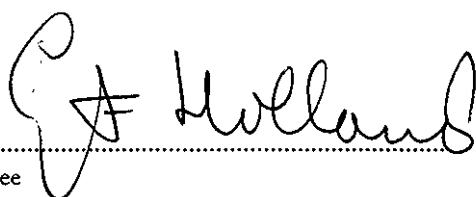
## Balance Sheet at 31 March 1998

	Notes	1998	1997
		£	£
Fixed Assets	7	4,094	7,939
Current Assets			
Debtors	8	8,866	3,466
Cash at bank and in hand		<u>359</u>	<u>5,809</u>
		9,225	9,275
Creditors: Amounts Falling Due Within One Year	9	<u>(6,466)</u>	<u>(6,553)</u>
Net current assets		<u>2,759</u>	<u>2,722</u>
Total Assets Less Current Liabilities		<u>6,853</u>	<u>10,661</u>
Retained surplus	10	<u>6,853</u>	<u>10,661</u>

The majority of the retained surplus of £6,853 is represented by fixed assets with a net book value of £4,094.

These financial statements have been prepared in accordance with the special provisions of S246 of the Companies Act 1985 relating to small companies.

Approved by the board of trustees on 15 July 1998 and signed on their behalf by

  
 .....  
 Trustee



# Spare Tyre Theatre Company Limited

## Notes to the Financial Statements

### For the year ended 31 March 1998

#### 1. Accounting Policies

##### Basis of Accounting

These financial statements have been prepared under the historical cost convention and in accordance with applicable Accounting Standards and the Statement of Recommended Practice, Accounting by Charities.

##### Incoming Resources

Incoming resources represents grants received and monies raised from fundraising activities and are all attributable to the principal activity of the charity and arose wholly in the United Kingdom.

##### Grants

Grants are brought into the financial statements in advance of cash being received at the point where they are irrevocably committed to the charity. Where an element of grant relates to expenditure to be incurred after the balance sheet date an appropriate amount is carried forward as deferred income.

##### Direct Charitable Expenditure

Expenditure on charitable projects is accounted for separately for each project. The costs of running the company have been allocated to charitable activities on the basis of time spent by staff.

##### Cash Flow Statement

The charity qualifies as a small company under the Companies Act 1985. The trustees have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement.

##### Tangible Fixed Assets

Tangible assets are stated at cost.

Depreciation is provided on tangible assets to write down their value over their estimated useful life. The following rates have been applied:

Office Equipment	15% Reducing balance
Computer, musical and other equipment	33% Straight line

#### 2. Taxation

The company is a registered charity and is therefore entitled to exemption from United Kingdom taxation in accordance with Section 505 ICTA 1988.

#### 3. Limited Liability

Spare Tyre Theatre Company is a company limited by guarantee. The Memorandum of Association restricts the liability of members on winding up to £1 unless their liability becomes unlimited through contravention of the memorandum. In the case of winding up none of the accumulated funds are distributable to the members but shall be given or transferred to some other charitable institution having similar objectives.

**Spare Tyre Theatre Company Limited**  
**Notes to the Financial Statements**  
**For the year ended 31 March 1998 (Continued)**

4. Grants

The following grants were received during the year:-

	Recognised Unrestricted	Recognised Restricted	Recognised Total 1998	Recognised Total 1997
	£	£	£	£
Arts Council (National Lottery)	-	-	-	9,366
Arts for everyone	-	4,579	4,579	-
Community Development and Training Project	-	500	500	3,000
Comic Relief	-	2,688	2,688	-
European Social Fund	-	3,318	3,318	-
London Arts Board	15,070	-	15,070	15,070
London Borough Grants Scheme	20,823	-	20,823	20,907
London Borough of Redbridge	-	5,000	5,000	10,350
London Borough of Lewisham	-	3,000	3,000	-
London Docklands Development Corporation	-	-	-	7,000
London East Training and Enterprise Council	-	-	-	12,352
North East London Community Foundation	-	200	200	250
Princes Trust	-	-	-	500
Redbridge Arts Council	-	-	-	1,000
Stratford City Challenge	-	-	-	3,725
Waltham Forest A.C.	-	500	500	500
Pilgrim Trust	-	5,000	5,000	-
Tudor Trust	-	1,500	1,500	-
Age Concern	-	1,000	1,000	-
Yapp Trust	-	2,000	2,000	-
Other	-	3,000	3,000	70
	<u>35,893</u>	<u>32,285</u>	<u>68,178</u>	<u>84,090</u>

Grants received during the year by the company were wholly utilised to defray project costs of the charity.

The grant from the London Borough Grants Scheme was wholly utilised to meet the administration and general running costs of the charity.

The London Arts Board grant was £15,150 less an administrative fee of £70.

**Spare Tyre Theatre Company Limited**  
**Notes to the Financial Statements**  
**For the year ended 31 March 1998 (Continued)**

5. Analysis of Total Resources Expended	Staff Costs £	1998	Total £
		Support Costs £	
Direct charitable expenditure	17,796	37,104	54,900
Fundraising and publicity	2,925	1,876	4,801
Management and administration of the charity	3,657	9,797	13,454
	<u>24,378</u>	<u>48,777</u>	<u>73,155</u>
		1997	
Direct charitable expenditure	9,038	45,060	54,098
Fundraising and publicity	7,543	3,673	11,216
Management and administration of the charity	9,694	10,991	20,685
	<u>26,275</u>	<u>59,724</u>	<u>85,999</u>
Support costs include:	Direct	1998	
	Charitable	Fundraising	Management
	£	and Publicity	£
Production and training	33,220	-	-
Travelling and subsistence	2,411	396	495
Publicity	-	645	-
Postage, printing and stationery	334	335	1,561
Audit fees	-	-	1,175
Depreciation	977	-	2,868
Other	162	500	3,698
	<u>37,104</u>	<u>1,876</u>	<u>9,797</u>
		1997	
Administrative fees	-	-	2,192
Production and training	39,835	-	-
Travelling and subsistence	2,114	391	391
Publicity	-	2,500	-
Postage, printing and stationery	377	375	1,752
Audit fees	-	-	973
Depreciation	2,168	-	2,654
Other	566	407	3,029
	<u>45,060</u>	<u>3,673</u>	<u>10,991</u>

**Spare Tyre Theatre Company Limited**  
**Notes to the Financial Statements**  
**For the year ended 31 March 1998 (Continued)**

6. Staff Costs

No employee earned £40,000 or more during the year under review.

The average number of employees, analysed by function, was:

	1998 No.	1997 No.
	<u>1</u>	<u>2</u>
Management and administration of the charity		
Their total remuneration was:		
	£	£
Wages and salaries	22,452	24,572
Social Security costs	1,926	1,703
	<u>24,378</u>	<u>26,275</u>

7. Tangible Fixed Assets

	Office and Musical Equipment £
Cost	
At 1 April 1997 and 31 March 1998	<u>20,320</u>
Depreciation	
At 1 April 1997	12,381
Charge for year	3,845
At 31 March 1998	<u>16,226</u>
Net Book Value	
At 31 March 1998	<u>4,094</u>
At 31 March 1997	<u>7,939</u>

8. Debtors

	1998 £	1997 £
Trade debtors	6,279	3,250
Other debtors	2,286	-
Prepayments	301	216
	<u>8,866</u>	<u>3,466</u>

9. Creditors: Amounts Falling Due  
Within One Year

Trade Creditors	4,387	-
Social Security and other taxation	988	2,072
Accruals	1,091	1,081
Deferred income	-	3,400
	<u>6,466</u>	<u>6,553</u>

10. Reconciliation of Movements in Reserves

Retained surplus at 1 April	10,661	6,829
Net movement in funds for the year	(3,808)	3,832
Retained surplus at 31 March	<u>6,853</u>	<u>10,661</u>