

**SPARE TYRE THEATRE COMPANY LIMITED**

**(Limited by Guarantee)**

**Company No. 1301049**

**TRUSTEES' REPORT**

**AND**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 1999**



# **Spare Tyre Theatre Company Limited**

## **Trustees**

Steve Moffitt (Chair)  
Carolene Hinds  
Guy Holland  
Carolyn Naish  
Angela McNicholl  
Sara Robinson  
Sue Stapley

## **Secretary**

Sara Robinson

## **Bankers**

Unity Trust Bank plc  
4 The Square  
111 Broad Street  
Birmingham B15 1AR

## **Auditors**

Kingston Smith  
80-82 Regent Street  
London W1R 5PA

## **Administrative Office**

Interchange Studios  
Dalby Street  
London NW5 3NQ

# **Spare Tyre Theatre Company Limited**

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# **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 1999.

### ***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 three paid staff members (as at 31 March 1999). 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:

Judith Cook (resigned May 1998)

Carolene Hinds

Guy Holland

Angela McNicholl (appointed May 1998)

Steve Moffitt (Chair)

Carolyn Naish

Sara Robinson

Sue Stapley (appointed May 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 1998/99 Spare Tyre Theatre Company ran three drama and music projects, all of which resulted in performance to live audiences and local tours of between 2 and 10 venues. The first, Pink Project 98, was based at the Oval House Theatre and involved young unemployed gay men and lesbians who wished to explore issues around sexuality and their place in the world. The second, The River Project, was based in Tower Hamlets and Newham and involved elders from the Isle of Dogs and Beckton. The production *Getting By* performed in both boroughs to great acclaim. The final project was *Inside Outside*, a mixed ability drama and music project involving young unemployed people with and without learning and physical disabilities in Redbridge and Waltham Forest.

# **Spare Tyre Theatre Company Limited**

## **Report of the Trustees**

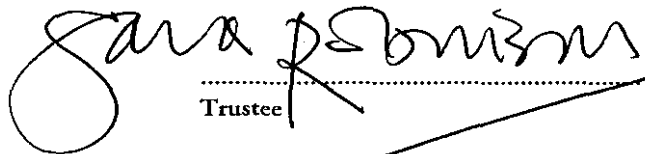
### **Financial Review**

The charity is financially dependent on grants and donations from a variety of sources. The charity had net incoming resources for the year of £96,609 (1998 £69,347), details of which are shown in the Statement of Financial Activities on page 4. The net decrease in Unrestricted Funds was £741 (1998 £2,437) after a transfer of £3,664 to cover additional expenditure on Restricted Fund projects. The trustees believe that the financial position of the charity will enable it to achieve its immediate future plans and commitments.

### **Small Company Exemptions**

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

By order of the board of trustees

  
.....  
Trustee

# 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 10 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

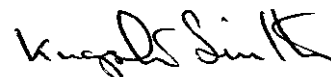
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements 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 1999 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

8 August 1999

**Spare Tyre Theatre Company Limited**  
**Statement of Financial Activities**  
**For the year ended 31 March 1999**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 1999 £	Total Funds 1998 £
<b>Income and Expenditure Account</b>					
<b>Incoming Resources</b>					
Grants	4	38,825	56,154	94,979	68,178
Donations and sundry income		160	-	160	289
Fees		1,294	-	1,294	880
Bank interest		176	-	176	-
		<u>40,455</u>	<u>56,154</u>	<u>96,609</u>	<u>69,347</u>
<b>Resources Expended</b>					
Direct charitable expenditure		16,421	59,818	76,239	54,900
Fundraising and publicity		7,014	-	7,014	4,801
Management and administration of the charity		14,097	-	14,097	13,454
Total Resources Expended	5	<u>37,532</u>	<u>59,818</u>	<u>97,350</u>	<u>73,155</u>
Net Movement in Funds before transfers		2,923	(3,664)	(741)	(3,808)
Transfer between Funds		<u>(3,664)</u>	<u>3,664</u>	<u>-</u>	<u>-</u>
Net Movement in Funds after transfers		(741)	-	(741)	(3,808)
Balance brought forward at 1 April 1998		6,853	-	6,853	10,661
Balance carried forward at 31 March 1999	10	<u>6,112</u>	<u>-</u>	<u>6,112</u>	<u>6,853</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

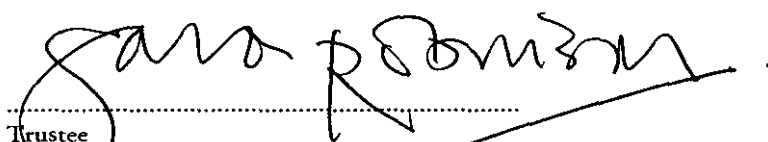
## Balance Sheet at 31 March 1999

	Notes	1999	1998
		£	£
<b>Fixed Assets</b>	7	3,153	4,094
<b>Current Assets</b>			
Debtors	8	4,666	8,866
Cash at bank and in hand		<u>23,858</u>	<u>359</u>
		28,524	9,225
Creditors: Amounts Falling Due Within One Year	9	<u>(25,565)</u>	<u>(6,466)</u>
<b>Net current assets</b>		<u>2,959</u>	<u>2,759</u>
<b>Total Assets Less Current Liabilities</b>		<u><u>6,112</u></u>	<u><u>6,853</u></u>
Restricted Funds	10	-	-
Unrestricted Funds	10	<u>6,112</u>	<u>6,853</u>
		<u><u>6,112</u></u>	<u><u>6,853</u></u>

The majority of the retained surplus of £6,112 is represented by fixed assets with a net book value of £3,153.

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

Approved by the board of trustees on 21 July 1999 and signed on their behalf by

  
 \_\_\_\_\_  
 Trustee



# **Spare Tyre Theatre Company Limited**

## **Notes to the Financial Statements**

### **For the year ended 31 March 1999**

#### **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 £2 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 1999 (Continued)**

**4. Grants**

The following grants were received during the year:-

	Cash Received	Accrued Income	Deferred Income	Recognised Unrestricted	Recognised Restricted
	£	£	£	£	£
Age Concern	2,000	-	-	-	2,000
Arts Council of England	2,339	-	(2,339)	-	-
Bridge House Estates	10,000	-	-	-	10,000
Carlton Trust	2,000	-	-	-	2,000
Comic Relief	37,300	(2,688)	(10,858)	-	23,754
Isle of Dogs Community Foundation	1,500	-	-	-	1,500
London Arts Board	24,960	1,990	(6,900)	20,050	-
London Borough Grants Scheme	18,775	-	-	18,775	-
London Borough of Redbridge	5,500	-	-	-	5,500
London Borough of Waltham Forest	5,000	-	-	-	5,000
Mencap City Foundation	3,500	-	-	-	3,500
News International Plc	400	-	-	-	400
Tate & Lyle Plc	1,000	-	-	-	1,000
Other	1,500	-	-	-	1,500
	<u>115,774</u>	<u>(698)</u>	<u>(20,097)</u>	<u>38,825</u>	<u>56,154</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.

**Spare Tyre Theatre Company Limited**  
**Notes to the Financial Statements**  
**For the year ended 31 March 1999 (Continued)**

5. Analysis of Total Resources Expended	Staff Costs £	1999 Support Costs £	Total £
Direct charitable expenditure	35,137	41,102	76,239
Fundraising and publicity	5,683	1,331	7,014
Management and administration of the charity	7,105	6,992	14,097
	<u>47,925</u>	<u>49,425</u>	<u>97,350</u>

	Staff Costs £	1998 Support Costs £	Total £
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>

Support costs include:	Direct Charitable £	1999 Fundraising and Publicity £	Management and Admin £
Production and training	26,630	-	-
Travelling and subsistence	3,565	586	732
Publicity	4,827	-	-
Postage, printing and stationery	269	268	1,252
Audit fees	-	-	1,207
Depreciation	235	-	706
Other	5,576	477	3,095
	<u>41,102</u>	<u>1,331</u>	<u>6,992</u>

	Direct Charitable £	1998 Fundraising and Publicity £	Management and Admin £
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>

**Spare Tyre Theatre Company Limited**  
**Notes to the Financial Statements**  
**For the year ended 31 March 1999 (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:

	1999 No.	1998 No.
Management and administration of the charity	<u>3</u>	<u>2</u>

Their total remuneration was:

	£	£
Wages and salaries	43,928	22,452
Social Security costs	<u>3,997</u>	<u>1,926</u>
	<u>47,925</u>	<u>24,378</u>

7. Tangible Fixed Assets

	Office and Musical Equipment £
Cost	
At 1 April 1998 and 31 March 1999	<u>20,320</u>
Depreciation	
At 1 April 1998	16,226
Charge for year	<u>941</u>
At 31 March 1999	<u>17,167</u>
Net Book Value	
At 31 March 1999	<u>3,153</u>
At 31 March 1998	<u>4,094</u>

8. Debtors

	1999 £	1998 £
Trade debtors	4,490	6,279
Other debtors	-	2,286
Prepayments	<u>176</u>	<u>301</u>
	<u>4,666</u>	<u>8,866</u>

9. Creditors: Amounts Falling Due  
Within One Year

	£	£
Trade Creditors	3,095	4,387
Social Security and other taxation	1,253	988
Accruals	1,120	1,091
Deferred income	<u>20,097</u>	<u>-</u>
	<u>25,565</u>	<u>6,466</u>

**Spare Tyre Theatre Company Limited**  
**Notes to the Financial Statements**  
**For the year ended 31 March 1999 (Continued)**

**10. Reconciliation of Movements in Funds**

(a) Restricted Funds	1999 £	1998 £
Balance at 1 April	-	1,371
Incoming resources - grants (note 4)	55,154	32,285
Resources expended	(59,818)	(37,104)
<i>Transfer from Unrestricted Funds</i>	<u>4,664</u>	<u>3,448</u>
Balance at 31 March	<u>-</u>	<u>-</u>

Restricted funds represent income received by the charity to fund specific productions, matched by associated expenditure on those productions.

(b) Unrestricted Funds	£	£
Balance at 1 April	6,853	9,290
Incoming resources	41,455	37,062
Resources expended	(37,532)	(36,051)
<i>Transfer to Restricted Funds</i>	<u>(4,664)</u>	<u>(3,448)</u>
Balance at 31 March	<u>6,112</u>	<u>6,853</u>

**11. Analysis of Net Assets Between Funds**

Funds balances at 31 March 1999 are represented by:

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	3,153	-	3,153
Current assets	17,666	10,858	28,524
Current liabilities	<u>(14,707)</u>	<u>(10,858)</u>	<u>(25,565)</u>
	<u>6,112</u>	<u>-</u>	<u>6,112</u>