

Company number: 1528540

BRIT-AM DRAMA ACADEMY
(Limited by Guarantee)
Registered Charity No. 291796

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

30TH APRIL 1999



SLATER, CHAPMAN & COOKE,
CHARTERED ACCOUNTANTS,
7 SPARKHILL SQUARE,
BIRMINGHAM B4 7DQ.

BRIT-AM DRAMA ACADEMY
GOVERNORS AND OFFICERS

Governors

A. Arends
Sir Anthony Colman
D.H. Conville OBE
R.N. Cottrell
G.M. Hall
M. Harley
J.D. Harris
M.A.B. Harrison (Chairman)
R. Harwood
A.I. Holden
R.A. McManigal
M.G. Rawstorne
F.M. Shaw
D. Warner
P. Vesson

Secretary

A.G. Branch

Address of the principal office of the company

Cecil Sharp House
2 Regents Park Road
London NW1 7AY

Auditors (and address of registered office)

Slater, Chapman & Cooke
7 St James's Square
London SW1Y 7JU

Bankers

Claydesdale Bank plc
10 Fleet Place
London EC4M 7RB

Solicitors

Eversheds
Senator House
85 Queen Victoria Street
London EC4 4JL

BRIT-AM DRAMA ACADEMY

REPORT OF THE BOARD OF GOVERNORS

The Board of Governors present their report with the accounts of the company for the year ended 30th April 1999.

Inception

The Brit-Am Drama Academy was formed as a company limited by guarantee and with charitable status in 1984.

Objects

The principal objects of the company are to advance the education of and to give instruction in all aspects of the performing and theatrical arts. The company's objects are specified in full in its memorandum and articles of association which are the company's governing documents.

Achievements

During the year the charity has continued to provide academic and practical education in the areas of theatrical and dramatic art. The Dean of the Academy, Ian Wooldridge, in conjunction with Anthony Branch is responsible for the style and content of the educational programmes and Carolyn Sands is responsible for administrative matters and the welfare of the students. Actors, theatre directors and other specialists with high reputations within the theatre instruct the participants of the programmes in small groups and on a one-to-one basis.

Financial results

The Academy had a successful year with a surplus of income over expenditure of £263,350 (1998-£181,681). As the students are, for teaching purposes, arranged in small groups it is financially beneficial when these groups are full. The number of unfilled student places has continued to fall which has led to the improvement.

A plan to purchase property is currently under consideration. As a result no transfer has been made to the Scholarship Fund during the year.

The governors confirm that the accounts comply with current statutory requirements and the charity's governing documents.

Board of Governors

The Board of Governors during the year were:

A. Arends	(U.S.A.)
Sir Anthony Colman	
D.H. Conville OBE	
R.N. Cottrell	
A.J. Gray	(resigned 21st September 1999)
G.M. Hall	
M. Harley	(U.S.A.)
J.D Harris	
M.A.B. Harrison	
R. Harwood	
A.I. Holden	
R.A. McManigal	(U.S.A.)
M.G. Rawstone	
F.M. Shaw	(Ireland)
D. Warner	
P. Wesson	

ERIT-AM DRAMA ACADEMY

REPORT OF THE BOARD OF GOVERNORS (CONTINUED)

The company is limited by guarantee. Each of the Governors is a member and each of the members is liable to contribute an amount not exceeding £1 in the event of the winding up of the company. The members of the Board of Governors constitute directors of the company for Companies Act purposes.

Auditors

The auditors, Slater, Chapman & Cooke, have indicated their willingness to continue in office, and a resolution proposing their re-appointment will be considered at the next Annual General Meeting.

Year 2000

The governors have assessed the risks to the company relating from the change to the year 2000. The governors consider that it will have no significant effect on the company although it is not possible to guarantee that no year 2000 problems will arise.

Small companies exemptions

This report has been prepared in accordance with special provisions of Part VII of the Companies Act 1985 relating to small companies.

BY ORDER OF THE BOARD

M.A.B. HARRISON
CHAIRMAN

Dated: 30 November 1999

**REPORT OF THE AUDITORS TO THE MEMBERS OF
BRIT-AM DRAMA ACADEMY**

As required by section 43 of the Charities Act 1993 we have audited the financial statements on pages 5 to 11 which have been prepared under the historical cost convention and the accounting policies set out on pages 7 and 8 and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 1999).

Respective responsibilities of directors and auditors

As described on page 7 the company's directors, being the Board of Governors, are responsible for the preparation of 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 and in accordance with regulations made under Section 44 of the Charities Act 1993. 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 judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the 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.

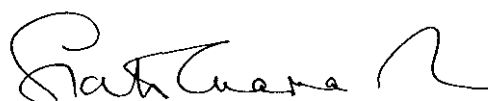
Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 30th April 1999 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies and regulation 3 of the Charities Act 1993.

LONDON

Dated:

6 December 1999



SLATER, CHAPMAN & COOKE
Chartered Accountants and
Registered Auditors

BRIT-AM DRAMA ACADEMY
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30TH APRIL 1999

INCOME AND EXPENDITURE	Notes	Unrestricted funds		1999	1998
		General Fund £	Scholarship Fund £	Total £	Total £
Incoming resources					
Fees receivable		1,091,839	-	1,091,839	956,488
Accommodation		312,143	-	312,143	257,457
Other operating income		8,254	-	8,254	8, 95
Interest receivable and similar income	4	<u>42,619</u>	<u>-</u>	<u>42,619</u>	<u>23,113</u>
Total incoming resources		<u>1,454,855</u>	<u>-</u>	<u>1,454,855</u>	<u>1,245,153</u>
Resources expended					
Direct charitable expenditure					
Accommodation		323,861	-	323,861	259,889
Scholarships awarded		-	72,169	72,169	60,516
Course expenditure	5	300,528	-	300,528	245,353
Other College fees		<u>145,173</u>	<u>-</u>	<u>145,173</u>	<u>171,951</u>
		<u>769,562</u>	<u>72,169</u>	<u>841,731</u>	<u>737,709</u>
Management and administration					
Administration expenses	6	344,059	-	344,059	321,124
Depreciation		4,425	-	4,425	4,639
Loss on foreign exchange		<u>1,290</u>	<u>-</u>	<u>1,290</u>	<u>-</u>
		<u>349,774</u>	<u>-</u>	<u>349,774</u>	<u>325,763</u>
Total resources expended		<u>1,119,336</u>	<u>72,169</u>	<u>1,191,505</u>	<u>1,063,472</u>
Net incoming/(outgoing) resources for the year		335,519	(72,169)	263,350	181,681
Reserves brought forward at 1st May 1998		<u>395,480</u>	<u>80,373</u>	<u>475,853</u>	<u>294,172</u>
Reserves carried forward at 30th April 1999		<u>£730,999</u>	<u>£ 8,204</u>	<u>£739,203</u>	<u>£475,853</u>

BRIT-AM DRAMA ACADEMY
(Limited By Guarantee)

BALANCE SHEET AT 30TH APRIL 1999

	Notes	1999	1998
		£	£
FIXED ASSETS			
Tangible assets	7	14,222	14,222
CURRENT ASSETS			
Debtors: Other debtors		13,363	76,279
Short term investments		650,000	-
Cash at bank and in hand		<u>155,069</u>	<u>491,748</u>
		818,432	568,027
CREDITORS: amounts falling due within one year	8	<u>93,451</u>	<u>106,396</u>
NET CURRENT ASSETS		<u>724,981</u>	<u>461,631</u>
TOTAL ASSETS LESS CURRENT LIABILITIES BEING NET ASSETS		<u>£739,203</u>	<u>£475,853</u>
RESERVES			
Total unrestricted funds	9	<u>£739,203</u>	<u>£475,853</u>

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standards for Smaller Entities (effective March 1999).

Approved on behalf of the Board of Governors on 30 November 1999

M.A.B. HARRISON
CHAIRMAN

BRIT-AM DRAMA ACADEMY
NOTES FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH APRIL 1999

1. Statement of directors' responsibilities

For Companies Act purposes the Board of Governors are the directors. Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the directors are required to:

- (i) select suitable accounting policies and then apply them consistently;
- (ii) make judgments and estimates that are reasonable and prudent;
- (iii) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- (iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking steps for the prevention and detection of fraud and other irregularities.

2. Constitution

Brit-Am Drama Academy, a registered charity, is a company limited by guarantee not having a share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of its winding up.

3. Accounting policies

- (i) Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and Statements of Recommended Practice.

- (ii) Income and expenditure

Income is recognised in the period in which it is earned and expenditure in the period in which it is incurred. Fees received for courses held in the following period are shown as fees received in advance.

- (iii) Format of accounts

Advantage has been taken under paragraph (3) of Schedule 4 of the Companies Act 1985 which allows the format of the accounts to be adapted to reflect the special nature of the Charity's operations.

- (iv) Restricted funds

Where specific grants and donations are received for a particular drama project these are allocated to a restricted fund and expenditure incurred on the project is applied against this fund.

BRIT-AM DRAMA ACADEMY

NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH APRIL 1999

3. Accounting policies (continued)

(v) Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its expected useful life as follows:

Motor vehicles	- 25 % reducing balance
Equipment, furniture and fittings	- 25 % reducing balance
Leasehold improvements	- over the term of the lease
Computer equipment	- 25 % straight line

(vi) Leased assets

Assets held under hire purchase contracts are capitalised in the balance sheet and depreciated over their useful lives. The interest element of the rental obligation is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

(vii) Foreign currency transactions

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction, all differences being taken to the profit and loss account. All balances at the year end are translated at the rate ruling at the balance sheet date.

(viii) Pension scheme

The company operates a defined contribution scheme. Contributions to the scheme are charged to the profit and loss account in the accounting period to which they relate.

(ix) Scholarship fund

This fund comprises donations and other monies received together with a contribution from the surplus of income over expenditure arising in the year. Scholarships awarded are treated as an expense of this fund.

4. Interest receivable and similar income

	1999 £	1998 £
Bank interest receivable	42,619	22,330
Profit on foreign exchange	-	783
	<u>£42,619</u>	<u>£23,113</u>

5. Course expenditure

	1999 £	1998 £
Teachers	183,116	146,537
Productions	48,152	37,813
Teaching rooms	7,011	16,761
Entertainment	13,931	9,791
Excursions	29,483	22,496
Books	11,958	8,166
Other expenses	<u>6,900</u>	<u>3,799</u>
	<u>£295,550</u>	<u>£245,363</u>

BRIT-AM DRAMA ACADEMY

NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH APRIL 1999

6. Administration expenses

	1999 £	1998 £
Wages and salaries	128,760	121,010
Social security costs	12,839	12,430
Pension costs	<u>10,733</u>	<u>10,067</u>
Staff costs	152,332	143,507
Financial management	31,672	25,527
Cecil Sharp House	61,702	55,287
Travel	22,298	24,949
Car expenses	5,850	6,143
Entertaining	5,452	6,304
Advertising	24,022	21,765
Brochures	6,775	7,696
Auditions	2,152	2,871
Professional fees	228	-
Auditors' remuneration	9,116	7,632
Office equipment	4,210	2,482
Telephone and fax	3,724	4,144
Postage and courier	3,879	3,583
Printing and stationery	2,972	3,162
General expenses	3,952	3,753
Bank charges	1,134	1,183
Other expenses	<u>2,580</u>	<u>1,136</u>
	<u>£344,059</u>	<u>£321,124</u>

The average monthly number of employees during the year was 4 (1998 - 4).

Three Governors received remuneration from the company which was wholly earned in their capacity as tutors. The tutorial fees paid were:

	1999 £	1998 £
R.N. Cottrell	-	250
G.M. Hall	2,710	3,100
F.M. Shaw	588	2,350

In addition the following travel costs were reimbursed to Governors:

	1999 £	1998 £
G.M. Hall	11	-
M. Farley (resident in U.S.A.)	500	-
M.G. Rawstorne	45	-
Prof. P.A.W. Collins	-	40
D. Conville	-	20

A.J. Gray was also reimbursed £267 for entertaining expenses.

One employee earned more than £40,000 per annum, whose earnings in 1999 fell within the band £50,001 to £70,000 and in 1998 fell within the band £50,001 to £60,000.

BRIT-AM DRAMA ACADEMY
NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30TH APRIL 1999

6. Administration expenses (continued)

Employees' benefits in kind amounted to £6,944 (1998-£3,790).

	1999 £	1998 £
Auditors' remuneration comprises:		
Audit	3,500	4,500
Accountancy	1,386	2,117
Recruitment	<u>4,230</u>	<u>1,015</u>
	<u>£9,116</u>	<u>£7,632</u>

7. Tangible fixed assets

	Leasehold improvements £	Equipment, furniture & fittings £	Computer equipment £	Motor vehicles £	Total £
Cost:					
At 1st May 1998	9,396	10,452	-	19,170	39,018
Additions	<u>-</u>	<u>-</u>	<u>4,425</u>	<u>-</u>	<u>4,425</u>
At 30th April 1999	<u>9,396</u>	<u>10,452</u>	<u>4,425</u>	<u>19,170</u>	<u>43,443</u>
Depreciation:					
At 1st May 1998	9,396	8,823	-	6,577	24,796
Charge for the year	<u>-</u>	<u>407</u>	<u>869</u>	<u>3,148</u>	<u>4,425</u>
At 30th April 1999	<u>9,396</u>	<u>9,230</u>	<u>869</u>	<u>9,725</u>	<u>29,221</u>
Net book values:					
At 30th April 1999	<u>-</u>	<u>£1,222</u>	<u>£3,556</u>	<u>£ 9,445</u>	<u>£14,222</u>
At 30th April 1998	<u>-</u>	<u>£1,629</u>	<u>-</u>	<u>£12,593</u>	<u>£14,222</u>

Motor vehicles are used for administrative purposes.

Equipment, furniture and fittings have not been analysed between those used for charitable or for other purposes as recommended by the Statement of Recommended Practice issued by the Charity Commissioners as the amounts involved are not considered material.

RIT-AM DE MA ACADEMY

NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH APRIL 1999

8. Creditors: amounts falling due within one year

	1999 £	1998 £
Fees received in advance	74,943	86,034
Taxation and social security	5,253	5,163
Other creditors	<u>13,255</u>	<u>15,199</u>
	<u>£93,451</u>	<u>£106,396</u>

9. Reconciliation of movements on unrestricted funds

The total funds of the charity include a designated fund for scholarships which has been set aside out of general funds by the Governors.

	Balance at 1st May 1998 £	Movement in resources		Balance at 30th April 1999 £
		Incoming £	Outgoing £	
General fund	395,480	1,454,855	1,119,336	730,999
Scholarship fund	<u>80,373</u>	<u>-</u>	<u>72,169</u>	<u>8,204</u>
	<u>£475,853</u>	<u>£1,454,855</u>	<u>£1,191,505</u>	<u>£739,203</u>

10. Operating lease commitments

The company is committed to make equipment lease payments of £2,195 (1998-£2,195) in the year following the balance sheet date on leases expiring within two to five years.

11. Taxation

The company is exempt from taxation under section 505 of the Income and Corporation Taxes Act 1988.