

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

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED

30TH APRIL 1998



SLATER, CHAPMAN & COOKE,
CHARTERED ACCOUNTANTS,
7, ST. JAMES'S SQUARE,
LONDON, SW1Y 7JU.

BRIT-AM DRAMA ACADEMY
GOVERNORS AND OFFICERS

Governors

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

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

Clydesdale Bank plc
10 Fleet Place
London EC4AM 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 1998.

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 £181,681 (1997-£146,351). 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. This property would provide additional teaching and rehearsal space and would, hence, further the aims and objectives of the Academy. 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	(appointed 8th December 1997)
Sir Anthony Colman	
D. Conville OBE	(appointed 23rd September 1997)
R.N. Cottrell	
A.J. Gray	
G.M. Hall	
M. Harley	
J.D Harris	
M.A.B. Harrison	
R. Harwood	(appointed 8th December 1997)
A.I. Holden	
R. McManigal	(appointed 8th December 1997)
M.G. Rawstorne	
F.M. Shaw	
D. Warner	
P. Wesson	
Prof. P.A.W. Collins	(resigned 8th December 1997)

BRIT-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.

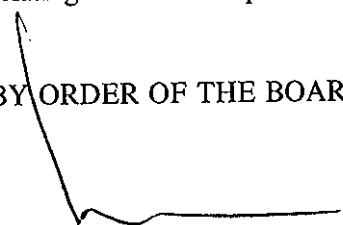
Auditors

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.

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: 9/12/91

**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.

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 1998 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: 17

December 1998

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 1998

	Notes	Unrestricted funds		1998	1997
		General Fund	Scholarship Fund	Total	Total
		£	£	£	£
INCOME AND EXPENDITURE					
Incoming resources					
Fees received		956,488	-	956,488	864,515
Deferred fees		-	-	-	7,349
Fees receivable		956,488	-	956,488	871,864
Accommodation		257,457	-	257,457	281,088
Funds received for scholarships		-	-	-	200
Other operating income		8,095	-	8,095	8,478
Interest receivable and similar income	4	<u>23,113</u>	-	<u>23,113</u>	<u>9,351</u>
Total incoming resources		<u>1,245,153</u>	-	<u>1,245,153</u>	<u>1,170,981</u>
Resources expended					
Direct charitable expenditure					
Accommodation		259,889	-	259,889	256,654
Scholarships awarded		-	60,516	60,516	75,824
Course expenditure	5	245,353	-	245,353	231,923
Other College fees		<u>171,951</u>	-	<u>171,951</u>	<u>154,292</u>
		<u>677,193</u>	<u>60,516</u>	<u>737,709</u>	<u>718,693</u>
Management and administration					
Administration expenses	6	321,124	-	321,124	301,922
Depreciation		4,639	-	4,639	3,608
Interest payable and similar charges	7	-	-	-	407
		<u>325,763</u>	-	<u>325,763</u>	<u>305,937</u>
Total resources expended		<u>1,002,956</u>	<u>60,516</u>	<u>1,063,472</u>	<u>1,024,630</u>
Net incoming/(outgoing) resources before transfers		242,197	(60,516)	181,681	146,351
Transfers between funds		-	-	-	-
Net incoming resources for the year		242,197	(60,516)	181,681	146,351
Reserves brought forward at 1st May 1997		<u>153,283</u>	<u>140,889</u>	<u>294,172</u>	<u>147,821</u>
Reserves carried forward at 30th April 1998		<u>£395,480</u>	<u>£ 80,373</u>	<u>£475,853</u>	<u>£294,172</u>

BRIT-AM DRAMA ACADEMY
(Limited By Guarantee)

BALANCE SHEET AT 30TH APRIL 1998

	Notes	1998 £	1997 £
FIXED ASSETS			
Tangible assets	8	14,222	18,196
CURRENT ASSETS			
Debtors: other debtors		76,279	79,386
Short term investments		-	212,548
Cash at bank and in hand		<u>491,748</u>	<u>5,289</u>
		568,027	297,223
CREDITORS: amounts falling due within one year	9	<u>106,396</u>	<u>21,247</u>
NET CURRENT ASSETS		<u>461,631</u>	<u>275,976</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>£475,853</u>	<u>£294,172</u>
RESERVES			
Total unrestricted funds	10	<u>£475,853</u>	<u>£294,172</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.

Approved on behalf of the Board of Governors on 9 December 1998

M.A.B. HARRISON
CHAIRMAN

BRIT-AM DRAMA ACADEMY
NOTES FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH APRIL 1998

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 deferred fees.

- (iii) Format of accounts

Advantage has been taken under paragraph 3(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 1998

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

(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

	1998 £	1997 £
Bank interest receivable	22,330	9,351
Profit on foreign exchange	<u>783</u>	<u>-</u>
	<u>£23,113</u>	<u>£9,351</u>

5. Course expenditure

	1998 £	1997 £
Teachers	146,537	140,013
Productions	37,803	36,427
Teaching rooms	16,761	10,758
Entertainment	9,791	8,963
Excursions	22,496	26,335
Books	8,166	7,416
Other expenses	<u>3,799</u>	<u>2,011</u>
	<u>£245,353</u>	<u>£231,923</u>

BRIT-AM DRAMA ACADEMY

NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH APRIL 1998

6. Administration expenses

	1998 £	1997 £
Wages and salaries	121,010	113,447
Social security costs	12,430	11,228
Pension costs	<u>10,067</u>	<u>7,937</u>
Staff costs	143,507	132,612
Financial management	25,527	27,616
Cecil Sharp House	55,287	45,071
Travel	24,949	18,289
Car expenses	6,143	6,841
Entertaining	6,304	4,512
Advertising	21,765	27,412
Brochures	7,696	5,139
Auditions	2,871	1,506
Auditors' remuneration	7,632	10,673
Office equipment	2,482	99
Hire of equipment	-	3,475
Telephone and fax	4,144	5,246
Postage and courier	3,583	2,910
Printing and stationery	3,162	2,624
General expenses	3,753	4,101
Loss on sale of motor vehicles	-	504
Bank charges	1,183	1,113
Other expenses	<u>1,136</u>	<u>2,179</u>
	<u>£321,124</u>	<u>£301,922</u>

The average weekly number of employees during the year was 4 (1997 - 4).

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

	1998	1997
R.N. Cottrell	£250	£3,230
G.M. Hall	£3,100	£7,945
F.M. Shaw	£2,350	£1,586

In addition the following travel costs were reimbursed to Governors:

	1998	1997
M. Harley (resident in U.S.A)	-	£500
M.G. Rawstorne	-	£45
Prof. P.A.W. Collins	£40	£20
D. Conville	£20	-

One employee earned more than £40,000 per annum, whose earnings in both 1998 and 1997 fell within the band of £50,001 to £60,000.

BRIT-AM DRAMA ACADEMY

NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH APRIL 1998

6. Administration expenses (continued)

Employees' benefits in kind amounted to £3,790 (1997-£10,305).

	1998 £	1997 £
Auditors' remuneration comprises:		
Audit	4,500	3,900
Accountancy	2,117	3,424
Recruitment	<u>1,015</u>	<u>3,349</u>
	<u>£7,632</u>	<u>£10,673</u>

7. Interest payable and similar charges

	1998 £	1997 £
Hire purchase interest	-	167
Loss on foreign exchange	<u>-</u>	<u>240</u>
	<u>-</u>	<u>£ 407</u>

8. Tangible fixed assets

	Leasehold improvements £	Equipment, furniture & fittings £	Motor vehicles £	Total £
Cost:				
At 1st May 1997	9,396	9,787	19,170	38,353
Additions	<u>-</u>	<u>665</u>	<u>-</u>	<u>665</u>
At 30th April 1998	<u>9,396</u>	<u>10,452</u>	<u>19,170</u>	<u>39,018</u>
Depreciation:				
At 1st May 1997	9,396	8,381	2,380	20,157
Charge for the year	<u>-</u>	<u>442</u>	<u>4,197</u>	<u>4,639</u>
At 30th April 1998	<u>9,396</u>	<u>8,823</u>	<u>6,577</u>	<u>24,796</u>
Net book values:				
At 30th April 1998	<u>£ -</u>	<u>£1,629</u>	<u>£12,593</u>	<u>£14,222</u>
At 30th April 1997	<u>£ -</u>	<u>£1,406</u>	<u>£16,790</u>	<u>£18,196</u>

BRIT-AM DRAMA ACADEMY

NOTES FORMING PART OF THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH APRIL 1998

8. Tangible fixed assets (continued)

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.

9. Creditors: amounts falling due within one year

	1998 £	1997 £
Fees received in advance	86,034	7,048
Taxation and social security	5,163	6,337
Other creditors	<u>15,199</u>	<u>7,862</u>
	<u>£106,396</u>	<u>£21,247</u>

10. 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 1997 £	Movement in resources		Transfers £	Balance at 30th April 1998 £
		Incoming £	Outgoing £		
General fund	153,283	1,245,153	(1,002,956)	-	395,480
Scholarship fund	<u>140,889</u>	-	<u>(60,516)</u>	-	<u>80,373</u>
	<u>£294,172</u>	<u>£1,245,153</u>	<u>£(1,063,472)</u>	-	<u>£475,853</u>

During the year the Governors transferred £nil (1997-£120,000) from the General Fund to the Scholarship Fund to provide the future scholarships.

11. Operating lease commitments

The company is committed to make equipment lease payments of £2,195 (1997-£2,195) in the year following the balance sheet date on leases expiring within two to five years.

12. Taxation

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