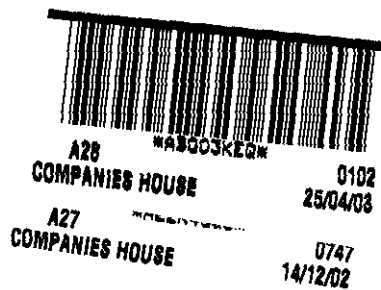


0928738

**ACADEMY OF CIRCUS ARTS AND  
PHYSICAL THEATRE LIMITED**  
(A company limited by guarantee)  
**ANNUAL REPORTS  
FOR THE YEAR ENDED  
31<sup>ST</sup> JULY 2002**



# **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

## **COMPANY INFORMATION**

### **SECRETARY**

T A Mason

### **DIRECTORS**

R Smyth  
K Noble (resigned 02/10/01)  
M Joy  
A Stall (resigned 11/12/01)  
S Brown  
B Kershaw  
C Barltrop  
S Ryan (appointed 11/12/01)  
P Jones (appointed 11/12/01)  
C Jackson (appointed 04/03/02)

### **TRUSTEES**

R Smyth  
K Noble (resigned 02/10/01)  
M Joy  
A Stall (resigned 11/12/01)  
S Brown  
B Kershaw  
C Barltrop  
S Ryan (appointed 11/12/01)  
P Jones (appointed 11/12/01)  
C Jackson (appointed 04/03/02)

### **REGISTERED OFFICE**

Brittania Road  
Kingswood  
Bristol BS15 8DB

### **ACCOUNTANTS**

Mooney Williams May Ltd  
Chartered Accountants  
6 Berkeley Crescent  
Clifton  
Bristol BS8 1HA

**ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

**BANKERS**

The Co-operative Bank PLC  
PO Box 101  
1 Balloon Street  
Manchester M60 4EP

**Company Registration Number**

2928738

**Charity Registration Number**

1056852

# **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

## **TRUSTEES ANNUAL REPORT**

The Trustees present their annual report and financial statements for the year ended 31 July 2002.

## **GOVERNING DOCUMENT**

The rules and regulations by which the company are governed are contained in the Memorandum and Articles of Association.

## **RULES RELATING TO ELECTION OF OFFICERS**

One third of the members of the council (or the number nearest one third) shall retire from office at the Annual General meeting. The members of the council to retire in every year shall be those who have been longest in office since their last election. Retiring members of the council shall be eligible for re-election.

## **DESCRIPTION OF THE WAY THE CHARITY IS ORGANISED**

Academy of Circus Arts and Physical Theatre (trading as Circomedia) is constituted as a non-profit making Limited Company. The Company's overall strategy is supervised by, at present, ten members of its board of trustees. The two Co-Directors, Senior Administrator and Administrator/Secretary are responsible for the day to day management. They supervise the work done by the eight regular teachers with various occasional teachers. The Centre Co-ordinator supervises the OCR qualification, he is, along with the Course Director and C0- Director, an Internal Verifier.

Since May 1994 Circomedia has operated as a Company Limited by guarantee. The company became an educational charity in 1996.

## **RISK MANAGEMENT**

The trustees carried out a detailed review of the charity's activities and produced a comprehensive plan setting out the major opportunities available to the charity and the risks to which it is exposed. The trustees monitor progress against the strategic objectives set out in the plan at each quarterly meeting. As part of this process, the trustees have implemented a risk management strategy which comprises:

- An annual review of the risks which the charity may face;
- The establishment of systems and procedures to mitigate those risks; and
- The implementation of procedures designed to minimise any potential impact on the charity.

## **TRUSTEES**

Trustees who served during the year were as follows:

R Smyth  
K Noble (resigned 02/11/01)  
M Joy  
A Stall (resigned 11/12/01)  
S Brown  
B Kershaw

## **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

C Barltrop

S Ryan (appointed 11/12/01)

P Jones (appointed 11/12/01)

C Jackson (appointed 04/03/02)

### **AIMS**

Circomedia aims to become Europe's leading training centre specialising in the integration of circus skills with theatre and dance techniques for professional performers.

### **Educational**

- a) To provide safe, thorough, balanced, appropriate training in physical performance skills to a professional level;
- b) To develop the quality of the student's imagination and creativity;
- c) To broaden the student's appreciation of related physical and visual performance styles;
- d) To develop a high level of self discipline and other standards of practice necessary for working professionally;
- e) To develop a core of practitioners capable of exploring the full potential of circus theatre skills and of sharing those skills with others.

### **Artistic**

To bridge the gap between circus and theatre and dance by:

- a) exploring the potential of physical skills in a theatrical context; and
- b) by demonstrating how circus can be more than a mere display of skill; it has a great potential for communicating emotions, atmospheres and ideas.

### **Cultural**

- a) To enhance the cultural status of circus and other physical performance skills;
- b) To bridge the gap between quality popular culture and innovative artistic practice.

### **Social**

- a) To develop practical abilities for those who have completed an academic higher education;
- b) To empower those who may not be suited to an academic for a professional career in the performing arts;
- c) To foster sharing and understanding between individuals from widely differing backgrounds, nationalities and races through the medium of circus and physical theatre.

Circomedia, the Centre for Contemporary Circus and Physical Performance was established in 1993 as a response to the growing international interest in new approaches to popular performance. It is a school for trainee professional performers who are interested in using circus skills and other physical performance disciplines. At the end of their courses, students attain not only their optimum level of physical expertise but also an understanding of how these skills can be used to create both physical theatre and quality entertainment.

Students are aged between 18 and 44 with the majority being in their early twenties. A third of students come from overseas, the USA, South America, India, Japan and Western Europe. Previous years expectations suggest that two thirds of them will succeed in finding work, either in community arts

## **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

(previous students have gone on to work with young people, deaf groups and special needs groups) or in popular theatre and entertainment.

Circomedia has devised it's own OCR Diploma in Circus Skills and Physical Theatre. The first students to obtain this qualification graduated in July 1998.

Circomedia is located at the Kingswood Foundation on the edge of Bristol. Apart from the excellent facilities, pleasant surroundings and a sympathetic landlord this location has the added advantage of room for expansion as it becomes required.

Circomedia is unique in the UK for its provision of high calibre professional training which weaves together traditional circus skills with dance and physical theatre to create a performance style which transcends barriers of age, education, language, gender and culture.

The academy grew out of Fool Time, Britain's first circus school, which won an international reputation for the excellence of its skills training, during its six year life. Most of Circomedia's teachers taught or trained at Fool Time and/or Circomedia. Most also have experience of successful circus and theatre schools in other parts of the world, notably L'Ecole Jacques Lecoq and the Chalon School in France, the Peking Opera Academy in China and the Brussels Circus School.

Circomedia runs three courses, a one-year foundation course, a three-month introductory course and a one-year teacher training course. 38 students attended during 2001/02. Another 50 attended part-time courses.

### **REVIEW OF ACTIVITY**

The principal activities of the company during the period was that of the promotion and education of circus skills and physical theatre.

### **REVIEW OF DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR**

This year has seen an expansion of Circomedia's activities into a major new Outreach programme called Project Go, with three centres in Bristol running courses in the evenings and in the school holidays. Work began on renovating the St Paul's church in central Bristol ready for Circomedia to move into in late 2003. The company invested considerable time fundraising for this expansion. Income from commercial performances was reduced due to the economic uncertainty that followed the events on September 11<sup>th</sup> 2001. The new teacher training course increased the number of its intake but the Foundation Course had a reduced number of students. The public presentation of the Brighton Circus Festival and the Bristol Old Vic were judged to be very successful.

Because of this period of expansion and development the deficit shown in the Accounts raises no major concern as Circomedia has already been successful in securing funding for the next financial year. Circomedia now has a three year funding strategy to finance these projects and is currently developing a new business plan and marketing strategy to secure the future of the organisation.

## **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

Furthermore, to more accurately reflect the way the charity is progressing, it was felt prudent to review the apportionment of direct and indirect costs.

### **TEACHING PERSONNEL**

Bim Mason	Director, performance studies and theory
Helen Crocker	Director, performance, movement, project work
Rod Laver	Equilibristics and manipulations, Diploma co-ordinator
Mike Wright	Aerial
Nikki Andrews	Acrobatics
Liz Chandler	Conditioning and movement technique
Haggis McLeod	Equilibristics and manipulation
David Richardson	Anatomy and injury prevention
Kerland Sports & Health Services	Sports science consultants.

### **PATRONS**

Tony Robinson	Actor and television presenter
Chris Harris	Actor, director and teacher at the Bristol Old Vic Theatre School
Andy Hay	Artistic director of the Bristol Old Vic
David Hibling	Freelance circus director
John Fox & Sue Gill	Artistic directors, Welfare State International
Roger Berry	Member of Parliament

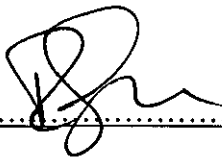
### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Law applicable to charities in England and Wales requires the Council Members to prepare financial statements for each financial year which give a true and fair view of the financial activities of the company during the year and of its state of affairs at the end of the year. In preparing those financial statements, the Council Members are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

## ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE

The Council Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustee:- .....  
  
R J Smyth

2 December 2002



## **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

### **REPORT OF THE ACCOUNTANTS TO THE MEMBERS OF THE ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

We report on the financial statements for the year ended 31 July 2002 set out on pages 9 to 16, which have been prepared in accordance with the accounting policies set out on pages 11 and 12.

#### **Respective responsibilities of the trustees and accountants**

As described on page 6 and 7 the trustees are responsible for the preparation of the financial statements, and they consider that the company is exempt from an audit. It is our responsibility to form an independent opinion, on those financial statements and to report our opinion to you.

#### **Basis of opinion**


Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 July 2002 and of the company's incoming resources and application of resources, including the company's income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

The company satisfied the conditions for exemption from an audit of the financial statements for the year, specified in s249A(4) of the Act as modified by s249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in s249B (1).

Bristol  
4 December 2002

  
Mooney Williams May Ltd  
Chartered Accountants

# ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE

## **STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2002**

<b>INCOME AND EXPENDITURE</b>	Note	Unrestricted funds £	Restricted funds £	Total funds 2002 £	Total funds 2001 £
<b>INCOMING RESOURCES</b>					
Fees and core activity income		113,145	12,614	125,759	158,333
Outreach and performance income		49,805	-	49,805	87,768
Project go income		-	45,730	45,730	-
Interest receivable		586	-	586	1,141
Other income		<u>13,793</u>	<u>-</u>	<u>13,793</u>	<u>11,813</u>
Total incoming resources		<u>177,329</u>	<u>58,344</u>	<u>235,673</u>	<u>259,055</u>
<b>DIRECT CHARITABLE EXPENDITURE</b>	2				
Costs of operating theatre and arts centre		<u>178,361</u>	<u>21,054</u>	<u>199,415</u>	<u>198,974</u>
<b>INDIRECT EXPENDITURE</b>	3				
Managing and administering the charity		45,173	13,959	59,132	32,796
Depreciation		5,344	4,133	9,477	7,024
Amortisation of grant		<u>-</u>	<u>-</u>	<u>-</u>	<u>(3,009)</u>
		<u>50,517</u>	<u>18,092</u>	<u>68,609</u>	<u>36,811</u>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>	6	<u>(51,549)</u>	<u>19,198</u>	<u>(32,351)</u>	<u>23,270</u>
<b>NET MOVEMENT IN FUNDS</b>		(51,549)	19,198	(32,351)	23,270
<b>BALANCE BROUGHT FORWARD AT 1ST AUGUST 2001</b>		<u>53,908</u>	<u>-</u>	<u>53,908</u>	<u>30,638</u>
<b>BALANCE CARRIED FORWARD AT 31ST JULY 2002</b>		<u>2,359</u>	<u>19,198</u>	<u>21,557</u>	<u>53,908</u>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

# ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE

## **BALANCE SHEET AS AT 31 JULY 2002**

	Note	£	2002 £	2001 £
<b>FIXED ASSETS</b>				
Tangible assets	7		28,436	<u>21,074</u>
<b>CURRENT ASSETS</b>				
Debtors	8	36,122		31,731
Cash at bank and in hand		<u>11,257</u>		<u>50,581</u>
		47,379		82,312
<b>CREDITORS</b>				
Amounts falling due within one year	9	<u>54,258</u>		<u>49,478</u>
<b>NET CURRENT ASSETS / (LIABILITIES)</b>			<u>(6,879)</u>	<u>32,834</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>21,557</u>	<u>53,908</u>
<b>FUNDS</b>				
Restricted funds			19,198	-
Unrestricted funds			<u>2,359</u>	<u>53,908</u>
<b>TOTAL FUNDS</b>	11		<u>21,557</u>	<u>53,908</u>

Approved by the Board of Trustees on 2 December 2002. The Trustees' are satisfied that the company is entitled to exemption under section 249A(2) of the Companies Act 1985 and that no members have required the company to obtain an audit of its accounts for the year ended 31 July 2002 in accordance with section 249B(2). The trustees' acknowledge their responsibility for ensuring the company keeps accounting records which comply with section 221, and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

Trustee:- .....  
R J Smyth

2 December 2002

## **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 JULY 2002**

#### **1. ACCOUNTING POLICIES**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985. The principle accounting policies adopted in the preparation of the financial statements are as follows:

a) **Tangible fixed assets**

Individual fixed assets are capitalised at cost.

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

Office equipment	- 25% reducing balance basis
Performing arts equipment	- 25% reducing balance basis
Motor vehicles	- 25% reducing balance basis
Fixtures & fittings	- 25% reducing balance basis
Project go equipment	- 25% reducing balance basis

b) **Cash flow statement**

The company has taken advantage of the exemption permitted by Financial Reporting Standard No. 1, whereby a cashflow statement need not be prepared by a small company, as defined in Companies Act 1985.

c) **Grant**

Grants received relating to capital items are recognised in the profit and loss account, over the useful life of the fixed asset.

Grants received in respect of revenue items are recognised in the profit and loss account in the same period as the expense.

d) **Incoming resources**

**Charitable trading activities**

Income from theatre admissions and outreach performance activities are included in incoming resources in the period in which the relevant event takes place.

**Commercial trading activities**

Income from commercial activities is included in the period in which the company is entitled to receipt.

**Interest receivable**

Interest is included when receivable.

e) **Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis.

f) **Taxation**

The company, having charitable status, has no liability to corporation tax.

## ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE

### g) Apportionment of costs

Costs were allocated as follows :

	Direct %	Indirect %
Subcontract teachers and performers	100	
Wages	80	20
National insurance contributions	80	20
Training	50	50
Subscriptions	70	30
Insurance	70	30
Rates	80	20
Light and heat	80	20
Repairs and renewals	50	50
Motor and travelling	100	
Van expenses		
Petrol	100	
Travel	20	80
Postage, stationery, telephone and advertising	80	20
Accountancy		100
Auditors remuneration		100
Cleaning	80	20
Students sundry equipment	100	
End of year show expenses	100	
Room, studio and equipment hire	80	20
Bank charges		100
Research	50	50
Sundry expenses	50	50
Entertainment		100
Bad debts	76	24
Fundraising	100	
Legal and professional fees		100

### h) Format of accounts

The financial statements have been prepared in accordance with the Statement of Recommended Practice No. 2. In view of the specialised nature and purpose of the company, it is not considered that any of the formats contained in schedule (4) part 1 of the Companies Act 1985 would enable the financial statements to give a true and fair view of the results for the year.

## **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

### **2 COSTS OF OPERATION OF CIRCUS SCHOOL**

	2002	2001
	£	£
Wages & salaries	66,650	47,926
Employers NIC	5,055	3,443
Training	945	152
Subcontract teachers	48,609	79,670
Subscriptions	153	317
Rates	1,288	36
Light and heat	1,158	1,275
Insurance	4,572	2,408
Repairs & maintenance	5,979	893
Motor and travel	2,309	2,426
Postage, Stationery, advertising and telephone	11,464	7,672
Cleaning	825	1,388
Room, studio & equipment hire	36,634	29,823
Research	40	6,941
Fundraising	4,975	-
Students sundry equipment	2,821	921
Bad debts	259	-
End of year show expenses	4,248	12,045
Sundry expenses	<u>1,431</u>	<u>1,638</u>
	<u>199,415</u>	<u>198,974</u>

### **3 MANAGING AND ADMINISTRATION OF THE CHARITY**

	2002	2001
	£	£
Wages & salaries	16,663	11,982
Employers NIC	1,264	861
Training	945	151
Subscriptions	65	136
Rates	322	9
Light and heat	289	319
Cleaning	206	347
Insurance	1,959	1,032
Repairs and maintenance	5,979	893
Motor and travel	1,583	1,443
Postage, packing, stationery and telephone	2,866	1,918
Room, studio & equipment hire	9,158	7,456
Research	40	-
Accountancy	1,512	588
Auditors Remuneration	750	750
Bank charges	217	157
Sundry expenses	1,431	1,639
Bad debts	82	-
Entertainment	91	106
Legal and professional	<u>13,710</u>	<u>3,009</u>
Carry forward	<u>59,132</u>	<u>32,796</u>

## ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE

Cont'd

	2002 £	2001 £
<b>Depreciation of fixed assets</b>		
Fixtures & fittings	100	134
Motor vehicles	752	1,003
Office equipment	2,089	2,408
Project go equipment	2,403	-
Performing arts equipment	<u>4,133</u>	<u>3,479</u>
	<u>9,477</u>	<u>7,024</u>
Amortisation of grant	<u>-</u>	<u>(3,009)</u>
<b>Total expenditure</b>	<u>68,609</u>	<u>36,811</u>

### 4. STAFF COSTS AND TRUSTEES' REMUNERATION

	2002 £	2001 £
Wages and salaries	83,313	59,908
Social security costs	<u>6,319</u>	<u>4,304</u>
	<u>89,632</u>	<u>64,212</u>

No employee earned more than £50,000 per annum (2001 – nil).

The trustees were not paid or reimbursed for expenses during the year.

### 5. STAFF NUMBERS

The average number of full – time equivalent employees (including casual and part – time staff) during the year was made up as follows:

	2002	2001
Teaching staff	8	8
Administration	<u>3</u>	<u>2</u>
	<u>11</u>	<u>10</u>

### 6. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

Net incoming/(outgoing) resources are stated after charging

	2002 £	2001 £
Depreciation of fixed assets	<u>9,477</u>	<u>7,024</u>

## ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE

### 7. TANGIBLE ASSETS

Cost	Fixtures & fittings £	Motor vehicles £	Office equipment £
At 1st August 2001	1,254	12,679	19,259
Additions	<u>-</u>	<u>-</u>	<u>1,130</u>
At 31st July 2002	<u>1,254</u>	<u>12,679</u>	<u>20,389</u>
Depreciation			
At 1st August 2001	852	9,670	12,034
Charged in period	<u>100</u>	<u>752</u>	<u>2,089</u>
At 31st July 2002	<u>952</u>	<u>10,422</u>	<u>14,123</u>
Net book value			
At 31st July 2002	<u>302</u>	<u>2,257</u>	<u>6,266</u>
At 31st July 2001	<u>402</u>	<u>3,009</u>	<u>7,225</u>

Cost	Performing arts equipment £	Project go equipment £	Total £
At 1st August 2001	30,875	-	64,067
Additions	<u>6,096</u>	<u>9,613</u>	<u>16,839</u>
At 31st July 2002	<u>36,971</u>	<u>9,613</u>	<u>80,906</u>
Depreciation			
At 1st August 2001	20,437	-	42,993
Charged in period	<u>4,133</u>	<u>2,403</u>	<u>9,477</u>
At 31st July 2002	<u>24,570</u>	<u>2,403</u>	<u>52,470</u>
Net book value			
At 31st July 2002	<u>12,401</u>	<u>7,210</u>	<u>28,436</u>
At 31st July 2001	<u>10,438</u>	<u>-</u>	<u>21,074</u>

### 8. DEBTORS

	2002 £	2001 £
Trade debtors	<u>36,122</u>	<u>31,731</u>



## **ACADEMY OF CIRCUS ARTS AND PHYSICAL THEATRE**

### **9. CREDITORS**

Amounts falling due within one year:

	2002	2001
	£	£
Bank overdraft	17,939	5,574
Trade creditors	16,015	28,866
Other creditors and accruals	1,278	1,200
Deferred income (Note 10)	<u>19,026</u>	<u>13,838</u>
	<u>54,258</u>	<u>49,478</u>

### **10. DEFERRED INCOME**

	2002	2001
	£	£
Balance at 1 August 2001	13,838	20,197
Amount released to incoming resources	(13,838)	(20,197)
Amount deferred in the year	<u>19,026</u>	<u>13,838</u>
Balance at 31 July 2002	<u>19,026</u>	<u>13,838</u>

Deferred income comprises tuition fees received in advance and grants received to date which have not been utilised at the balance sheet date.

### **11. ACCUMULATED FUNDS**

	Unrestricted funds	Restricted funds	Total
	£	£	£
At 1st August 2001	53,908	-	53,908
Surplus/(deficit) for the year	<u>(51,549)</u>	<u>19,198</u>	<u>(32,351)</u>
At 31st July 2002	<u>2,359</u>	<u>19,198</u>	<u>21,557</u>

Restricted funds represent monies given by donors for specified purposes.

### **12. SHARE CAPITAL**

The company is limited by guarantee. In the event of a winding up of the company, the liability of the members is limited to £1 each.