

**THE ROUNDHOUSE TRUST**

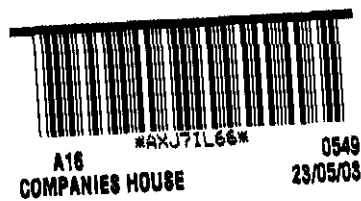
**Company Limited by Guarantee  
Registered Charity**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31ST DECEMBER 2002**

Registered Charity Number: 1071487  
Company Number: 03572184



**THE ROUNDHOUSE TRUST**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2002**

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## **THE ROUNDHOUSE TRUST.**

### **LEGAL AND ADMINISTRATION**

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#### **TRUSTEES**

J Allen  
C Amery – appointed 10th December 2002  
T Bentley  
D Charles  
A M M Elliott  
B Evans  
B Hyman  
N Jones  
G M McIntosh  
S Nazerali  
L Neal – appointed 12th March 2002  
C J Norman  
T P A Norman  
M Semple  
R de Wend Fenton – appointed 12th March 2002

#### **REGISTERED OFFICE**

62 Gloucester Crescent  
London  
NW1 7EG

#### **AUDITORS**

haysmacintyre  
Southampton House  
317 High Holborn  
London  
WC1V 7NL

#### **BANKERS**

Co-Operative Bank  
PO Box 101  
1 Balloon Street  
Manchester, M60 4EP

Cafcash Ltd  
PO Box 2891  
West Malling  
Kent, ME19 4TA

#### **SOLICITORS**

Bates, Wells & Braithwaite  
Cheapside House  
138 Cheapside  
London  
EC2V 6BB

#### **CHARITY INFORMATION**

The Roundhouse Trust is both a company registered in England under Registration No. 03572184 and a registered charity under Registration No. 1071487.

The company is limited by guarantee not having a share capital and possessing a licence issued by the Department of Trade permitting the omission of the word "limited" from its name.

#### **GOVERNING DEED**

Memorandum and Articles of Association

## **THE ROUNDHOUSE TRUST.**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31ST DECEMBER 2002**

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The trustees who are the directors of the Roundhouse Trust present their report and financial statements for the year ended 31st December 2002.

#### **CHARITABLE AIMS**

To renovate the Roundhouse to create a unique cultural resource for London and a place of inspiration, opportunity and pride for its immediate community.

To establish one of Europe's most dynamic and inventive live performance venues, promoting a diverse programme of contemporary, multi-media, performing arts and spectacle to the widest possible audience.

To establish a state of the art creative centre where large numbers of young people will have access to high quality facilities and professional support through which to develop their creative potential.

To establish a way of working with young people that reflects their cultural interests and provides them with structured opportunities to apply their creativity in a commercial environment.

#### **REVIEW OF ACTIVITIES**

The main activities of the Roundhouse Trust are the raising of £25 million to renovate the Roundhouse, the running of educational activities by the Roundhouse Creative Centre, and the running of the Roundhouse as a venue for artistic and creative performances and as an educational space.

During the year the education work continued through a creative arts programme encompassing music, theatre, film and TV, dance, creative writing and new media. The education team at the Roundhouse together with their creative partners ran nearly forty projects during the year involving approximately 2,000 young people.

As an artistic and creative venue there were a number of highlights. The year began with the Royal Shakespeare Company spending five months at the Roundhouse performing *The Winter's Tale*, *The Tempest* and *Pericles*. In August San Francisco's ground breaking Antenna Theatre brought *Euphorium* to the Roundhouse's Undercroft and this ran until early 2003. During October the London International Festival of Theatre used the Roundhouse as a venue for their season about childhoods lived and remembered and at the end of the year Michael Moore brought his first solo stage show to the Roundhouse.

#### **FINANCIAL REPORT FOR THE YEAR**

During the year a total of £200,283 was received in the form of grants and sponsorship. Of this £145,283 was for the educational activities of the Creative Centre and £55,000 for staff costs.

A total of £1,700,262 was received in the form of donations. £1,590,262 of these donations were restricted donations to be applied towards the renovation of the Roundhouse and were transferred to the Roundhouse Restoration Fund. The remaining £110,000 were unrestricted donations.

During the year a total of £556,679 was generated from the use of the Roundhouse as a venue for a variety of creative and artistic activities.

The continued development of the educational activities of the Roundhouse accounted for expenditure of £284,946. This was funded by a number of different charities and other grant making bodies.

The maintenance and running of the Roundhouse accounted for expenditure of £342,972. The Roundhouse is a Grade 2\* listed building and significant expenditure is required to maintain it as a venue and as a location for educational activities prior to the renovation.

## **THE ROUNDHOUSE TRUST**

### **TRUSTEES' REPORT (continued)**

**FOR THE YEAR ENDED 31ST DECEMBER 2002**

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#### **FINANCIAL REPORT FOR THE YEAR (continued)**

A total of £255,968 of fundraising and publicity expenditure was incurred during the year. The expenditure by the Roundhouse Development team reflects the significant target of raising a total capital funding of £25 million for the renovation of the Roundhouse and up to £300,000 in revenue funding each year to support the educational activities. To date a total of £21million has been pledged towards the total capital funding target of £25 million.

The management and administration expenditure of £113,931 reflected the on-going development of the necessary infrastructure to support the aims and activities of the charity.

The balance sheet at 31st December 2002 reflects the healthy performance during the year. Total funds and reserves grew from a surplus of £1,151,866 at the start of the year to £2,668,183 at the end of the year.

#### **RESERVES POLICY**

The trustees policy is to accumulate £25 million of capital reserves to fund the renovation of the Roundhouse and also to maintain a reasonable level of revenue reserves to provide a stable base for the educational activities.

#### **TRUSTEES**

The following have been trustees throughout the year to the date of this report, unless otherwise stated:

J Allen  
C Amery – appointed 10th December 2002  
T Bentley  
D Charles  
A M M Elliott  
B Evans  
B Hyman  
N Jones  
G M McIntosh  
S Nazerali  
L Neal – appointed 12th March 2002  
C J Norman  
T P A Norman  
M Semple  
R de Wend Fenton – appointed 12th March 2002

#### **RISK ASSESSMENT**

The Trustees are currently reviewing the major risks affecting the charity. The current controls are being reviewed and consideration is being given to strengthening these controls where practicable to mitigate the risks identified.

#### **INVESTMENT POLICY**

The investment policy set by the Trustees is to invest surplus cash in low risk, high interest deposit accounts or on the money market to achieve as high a return as possible whilst not risking the capital funds.

# THE ROUNDHOUSE TRUST

## TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST DECEMBER 2002

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### TRUSTEES' RESPONSIBILITIES STATEMENT

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charitable company at the end of the financial year and of the surplus or deficit for its financial year. In preparing those financial statements, the trustees are required to:

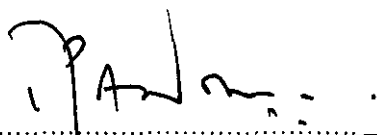
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### AUDITORS

The auditors, haysmacintyre, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

### BY ORDER OF THE BOARD

  
.....  
T P A NORMAN

Approved by the trustees on

16.4.03

# **INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF THE ROUNDHOUSE TRUST**

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We have audited the financial statements of The Roundhouse Trust for the year ended 31 December 2002 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of trustees and auditors**

As described in the Statement of Trustees' Responsibilities the charity's trustees are responsible for preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The Trustees are also Directors of The Roundhouse Trust for the purposes of Company Law.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

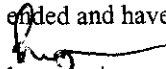
## **Basis of audit opinion**

We conducted our audit in accordance with United Kingdom 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 charity's affairs as at 31st December 2002 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

  
haysmacintyre  
Chartered Accountants  
Registered Auditors

*9 May 2003*

Southampton House  
317 High Holborn  
London  
WC1V 7NL

**THE ROUNDHOUSE TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31ST DECEMBER 2002**

<b>INCOME AND EXPENDITURE</b>	<b>Notes</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2002 £</b>	<b>Total 2001 £</b>
<b>Incoming resources</b>					
Donations, gifts and covenants		110,000	1,590,262	1,700,262	708,068
Activities in furtherance of the charity's objects:					
Grants, sponsorship and other funding		-	200,283	200,283	294,710
Activities for generating funds:					
Income from events and hire of space		556,679	-	556,679	526,269
Investment income		56,910	-	56,910	33,845
<b>Total incoming resources</b>		<u>723,589</u>	<u>1,790,545</u>	<u>2,514,134</u>	<u>1,562,892</u>
<b>Resources expended</b>	5				
<b>Cost of generating funds:</b>					
Fundraising and publicity		255,968	-	255,968	260,336
<b>Charitable expenditure</b>					
<b>Cost of activities in furtherance of the charity's objectives:</b>					
Educational activities		13,185	271,761	284,946	179,869
Maintenance and running of the Roundhouse		320,701	22,271	342,972	335,060
Management and administration		101,431	12,500	113,931	155,844
<b>Total resources expended</b>		<u>691,285</u>	<u>306,532</u>	<u>997,817</u>	<u>931,109</u>
<b>Net incoming resources</b>					
<b>Before transfers</b>		32,304	1,484,013	1,516,317	631,783
Transfer between funds		-	-	-	-
		<u>32,304</u>	<u>1,484,013</u>	<u>1,516,317</u>	<u>631,783</u>
Fund balances brought forward		(6,455)	1,158,321	1,151,866	520,083
<b>Balances carried forward at 31st December 2002</b>		<u>£25,849</u>	<u>£2,642,334</u>	<u>£2,668,183</u>	<u>£1,151,866</u>

- All transactions are derived from continuing activities.
- All recognised gains and losses are included in the statement of financial activities.



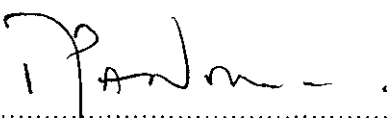
THE ROUNDHOUSE TRUST

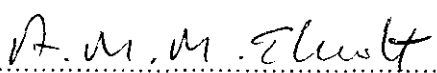
BALANCE SHEET

AS AT 31ST DECEMBER 2002

	Notes	2002 £	2001 £
<b>FIXED ASSETS</b>			
Tangible assets	6	1,186,914	208,184
<b>CURRENT ASSETS</b>			
Debtors	7	184,764	42,826
Cash at bank and in hand		1,764,548	1,042,717
		<u>1,949,312</u>	<u>1,085,543</u>
<b>CREDITORS: Amounts falling due within one year</b>	8	<u>(468,043)</u>	<u>(141,861)</u>
<b>NET CURRENT ASSETS</b>		<u>1,481,269</u>	<u>943,682</u>
<b>TOTAL NET ASSETS</b>		<u><u>£2,668,183</u></u>	<u><u>£1,151,866</u></u>
<b>FUNDS AND RESERVES</b>			
Unrestricted funds:			
General fund		25,849	(6,455)
Restricted funds	10	2,642,334	1,158,321
		<u>£2,668,183</u>	<u>£1,151,866</u>

Approved by the trustees on 16.4.03 and signed on their behalf by:

  
 T P A NORMAN

  
 A M M ELLIOTT

# THE ROUNDHOUSE TRUST

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2002

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements are prepared under the historical cost convention as modified by the inclusion of investments at market value and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities', (SORP 2000) issued in October 2000.

#### Incoming resources

Incoming resources represent the total income receivable during the year. No account is made of monies that have been pledged until receipt.

#### Resources expended

Expenditure including irrecoverable VAT is charged to the Statement of Financial Activities on an accruals basis.

#### Charitable expenditure

Charitable expenditure comprises expenditure, including staff costs, directly attributable to the educational activities and maintenance and running of the Roundhouse.

#### Management and administration

Management and administration costs comprise those costs that cannot be directly attributed to charitable activities. These costs are incurred in connection with the management of the charity, its organisational administration, and ensuring compliance with constitutional and statutory requirements.

#### Tangible fixed assets

Tangible fixed assets are stated at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Renovation costs	-
Improvements to property	50% straight line
Furniture and equipment	33 1/3% straight line

No depreciation has been charged on renovation costs during the year. When the renovation project is completed the total costs will be written off over the estimated useful life of the building.

#### Pension contributions

The charity contributes to the personal pension of one employee. Pension contributions are charged to the SOFA as they become due.

### 2. NET MOVEMENT OF FUNDS FOR THE YEAR

	2002	2001
	£	£
<b>This is stated after charging:</b>		
Staff costs	438,000	435,762
Depreciation	41,537	33,950
Auditors' remuneration	3,600	2,200

### 3. EMPLOYEES AND STAFF COSTS FOR THE YEAR

#### Staff costs during the year were as follows:

Wages and salaries	395,605	394,609
Social security costs	38,599	37,553
Other pension costs	3,796	3,600
	<u>£438,000</u>	<u>£435,762</u>

One employee received emoluments in the bracket £70,000 to £80,000 during the year (2001 : One)

# THE ROUNDHOUSE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31ST DECEMBER 2002

#### 3. EMPLOYEES AND STAFF COSTS (continued)

	2002 Number	2001 Number
The average number of persons employed by the charity during the year was:	<u>14</u>	<u>15</u>

#### 4. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

In accordance with the authority contained in clause 4 (b) of the charity's Memorandum and Articles of Association, one trustee, C J Norman received remuneration of £22,912 (2001: £16,668) for his services. No other trustee received remuneration for their services during the year.

He also received reimbursed expenses of £1,299.43 (2001: £Nil). No other trustee received any reimbursed expenses.

#### 5. ANALYSIS OF TOTAL RESOURCES EXPENDED

	Staff costs £	Other £	Depreciation £	Total £
<b>Costs of generating funds:</b>				
Fundraising and publicity	155,782	92,611	7,575	255,968
<b>Charitable expenditure:</b>				
Educational activities	70,454	200,214	14,278	284,946
Maintenance and running of the Roundhouse	113,881	212,376	16,715	342,972
Management and administration	97,883	13,079	2,969	113,931
	<u>£438,000</u>	<u>£518,280</u>	<u>£41,537</u>	<u>£997,817</u>
Other costs comprise:				
Direct project costs				233,686
Temporary staff, recruitment, etc				42,969
Travel & subsistence				3,711
Hospitality				7,268
Professional fees				81,033
Printing, postage, stationery etc				28,905
Premises costs				49,264
Equipment costs				70,169
Finance costs				1,275
				<u>£518,280</u>

**THE ROUNDHOUSE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31ST DECEMBER 2002**

<b>6. TANGIBLE FIXED ASSETS</b>	<b>Renovation Costs £</b>	<b>Improvements to property £</b>	<b>Furniture &amp; Equipment £</b>	<b>Total £</b>
<b>Cost</b>				
At 1st January 2002	169,975	47,253	46,017	263,245
Additions	962,061	25,627	32,579	1,020,267
At 31st December 2002	1,132,036	72,880	78,596	1,283,512
<b>Depreciation</b>				
At 1st January 2002	-	34,079	20,982	55,061
Depreciation for the year	-	16,289	25,248	41,537
At 31st December 2002	-	50,368	46,230	96,598
<b>Net Book Value</b>				
As at 31st December 2002	£1,132,036	£22,512	£32,366	£1,186,914
As at 1st January 2002	£169,975	£13,174	£25,035	£208,184
The net book value represents fixed assets used for:				
Direct charitable expenditure				1,171,289
Other expenditure				15,625
				£1,186,914
<b>7. DEBTORS</b>			<b>2002 £</b>	<b>2001 £</b>
Revenue debtors			101,682	12,667
Tax recoverable			49,516	4,343
Due from the Norman Trust			687	-
Other debtors and prepayments			32,879	25,816
			£184,764	£42,826
<b>8. CREDITORS: amounts falling due within one year</b>				
Expense creditors			279,610	85,367
Other creditors and accruals			167,668	8,001
Other taxes and social security			20,765	29,533
Due to the Norman Trust			-	18,960
			£468,043	£141,861
<b>9. OPERATING LEASE COMMITMENTS</b>				
Office equipment			-	3,126
Rental – expiring within one to five years			10,000	-

# THE ROUNDHOUSE TRUST

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31ST DECEMBER 2002

10. RESTRICTED FUNDS	1st January 2002 £	Incoming Resources £	Resources Expended £	Transfers Between funds £	31st December 2002 £
The Roundhouse					
Restoration Fund	741,857	1,590,262	-	(992,601)	1,339,518
Renovation cost reserve	169,975	-	-	962,061	1,132,036
Community Education Fund	242,324	145,283	(271,761)	-	115,846
Eranda Foundation Fund	4,165	25,000	(25,000)	-	4,165
Others	-	30,000	(9,771)	30,540	50,769
	<u>£1,158,321</u>	<u>£1,790,545</u>	<u>£(306,532)</u>	<u>£ -</u>	<u>£2,642,334</u>

The Roundhouse Restoration Fund represents funds already received to renovate the Roundhouse.

The Renovation Cost Reserve represents funds already spent on the renovation of the Roundhouse.

The Community Education Fund represents funds received from different grant makers to be applied towards educational activities.

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS	Unrestricted General Funds £	Restricted Funds £	Total 2002 £
Tangible fixed assets	54,878	1,132,036	1,186,914
Current assets	204,042	1,736,554	1,940,596
Creditors: amounts falling due within one year	(233,071)	(226,256)	(459,327)
Total net assets	<u>£25,849</u>	<u>£2,642,334</u>	<u>£2,668,183</u>

## 12. TAXATION

The Roundhouse Trust is a registered charity and therefore is not liable to income tax or corporation tax on income or gains derived from its charitable activities, as they fall within the various exemptions available to registered charities.

## 13. LIABILITY OF MEMBERS

The charity is constituted as a company limited by guarantee and has no share capital. The liability of each members is limited to the sum of £10 per member.

## 14. RELATED PARTY TRANSACTIONS

The Roundhouse Trust received a grant of £110,000 (2001: £176,764) from The Norman Trust in the year, a charity of which C J Norman and T P A Norman are Trustees. The Roundhouse is leased from the Norman Trust on a long lease at notional rent. In addition the Roundhouse Trust paid £25,000 (2001: £25,000) to a third party on behalf of the Norman Trust for the rental of land adjoining the Roundhouse. During the year the Roundhouse Trust received income from this land in excess of the rent paid.

## 15. PENSIONS

During the year the charity contributed to a defined contribution pension scheme for one employee. The charge for the year amounted to £3,796 (2001: £3600).