

**NO SIZE FITS ALL PRODUCTIONS LIMITED  
(A COMPANY LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

SATURDAY



\*AM8N8E6J\*

A47

17/10/2009

106

COMPANIES HOUSE

**NO SIZE FITS ALL PRODUCTIONS LIMITED**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009**

<b>CONTENTS</b>	<b>PAGE</b>
Legal and Administrative Information	3
Report of the Trustees	4
Report of the Independent Examiner	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	11

**NO SIZE FITS ALL PRODUCTIONS LIMITED**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**FOR THE YEAR ENDED 31 MARCH 2009**

Charity Name: No Size Fits All Productions Ltd

Charity registration No: 1117029

Company registration No: 5050868

Directors and Trustees: M Riches  
J Macpherson  
L Riches  
G Hardy  
T B Singh  
E J Spooner (appointed 12 January 2009)  
E Collier (appointed 12 January 2009)  
M Sutherland (appointed 12 January 2009)

Company Secretary: E J Spooner (retired 12 January 2009)  
E Rees (appointed 12 January 2009)

Artistic Director: J Spooner

Registered office: Unit 12  
Aire Street Workshops  
30 - 34 Aire Street  
Leeds  
West Yorkshire  
LS1 4HT

Independent Examiner: Kirsty Barker ACA  
Russell Smith Chartered Accountants  
7 Carrholm Drive  
Chapel Allerton  
Leeds  
LS7 2NJ

## **NO SIZE FITS ALL PRODUCTIONS LIMITED**

### **ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2009**

The trustees are pleased to present their annual report together with the consolidated financial statements of the charity for the year ended 31 March 2009 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 1993, the Companies Act 1985, the Memorandum and Articles of Association, and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) revised 2008.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 20 February 2004 and registered as a charity on 28 November 2006. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under the Articles of Association.

#### **Recruitment of Trustees**

The trustees of the charity have the authority to appoint new trustees either to fill a casual vacancy or to provide additional members. A trustee so appointed shall retain their office only until the next Annual General Meeting, but will then be eligible for re-election.

#### **Trustee Induction and training**

New trustees are given information on company policies and information to familiarise themselves with the company and its work. They are invited to spend time viewing productions and the working processes of the organisation.

#### **Organisation**

The staff of the charity are led by a small management team, headed by the Artistic Director. They in turn report to the board of trustees on a regular basis.

#### **Risk management**

Trustees review the major risks of the charity on a regular basis. Systems have been established in order to mitigate these risks and are reviewed annually.

## **NO SIZE FITS ALL PRODUCTIONS LIMITED**

### **ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2009**

#### **Objects and activities**

The purposes and aims of the charity are:

- To advance education for the public benefit by the promotion of the arts, in particular but not exclusively the art of drama.

The strategies employed to achieve the charity's aims and objectives are to:

- Make and present theatre productions in the Yorkshire area and on tour throughout the United Kingdom and internationally.
- Provide an extensive programme of educational activities, workshops, masterclasses, lectures and training for school, college and university students, artists, individuals and other organisations.
- To offer opportunities for emerging and established artists to develop skills and expertise through training and practical production and creative activity.
- To reach and offer access to students and individuals who might be excluded or have fewer opportunities to engage in artistic and creative opportunities through economic or other practical barriers.

During this financial year, our activities have focussed on developing, producing and rehearsing one major theatre production for UK tour during the financial years 08/09 and 09/10; presenting an existing piece of work in association with a world leading quantum physicist, including co-presenting post show discussion sessions with scientists and artists; a broad education programme that has seen the company work with undergraduates studying for a BA in Performing Arts management, taking workshops into schools and colleges on a range of topics, pre and post show talks; developing non theatre-based work including a 'walking drama', which is available to download free from the charity's website, promoting access and offering a non-traditional theatre experience to first time attenders as well as seasoned theatre goers.

#### **Financial review**

During the year, the charity made an unrestricted surplus of £2,627 and held unrestricted reserves at 31 March 2009 of £19,205.

## NO SIZE FITS ALL PRODUCTIONS LIMITED

### ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2009

#### STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

##### Reserves policy

The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charities Commission and recognises that building up an amount of reserves equivalent to 4 months operating costs is necessary and prudent for the following purposes:

- To enable the continued running of the company if income falls to such a level that normal organisational activities and charitable work cannot otherwise continue.
- To safeguard the charity's service commitment in the event of delays in receipt of grants or other income.
- Any other purpose deemed by the trustees to be a necessary and worthwhile use of the fund to advance the charitable objects of the company.

The trustees believe that the level of the reserves should be reviewed annually and be built up to the desired level in stages consistent with the charity's overall financial position and its need to maintain and develop its charitable activities. The current level of reserves is £19,205 which is below the current target. Efforts to increase the fund level will be undertaken in line with the stated policy.

##### Trustees

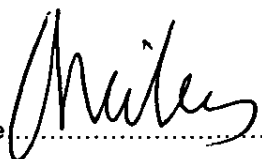
The following were trustees for the purposes of charity law and directors for the purposes of company law and served during or after the year:

M Riches  
J Macpherson  
L Riches  
G Hardy  
T B Singh  
E J Spooner (appointed 12 January 2009)  
E Collier (appointed 12 January 2009)  
M Sutherland (appointed 12 January 2009)

##### Small company provisions

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provision for small entities under Part VII of the Companies Act 1985.

##### ON BEHALF OF THE TRUSTEES

Trustee  .....

Date 10/10/09 .....

**NO SIZE FITS ALL PRODUCTIONS LIMITED**

Company registration No - 5050868

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS TO THE TRUSTEES**

**OF NO SIZE FITS ALL PRODUCTIONS LIMITED**

I report on the accounts of the charitable company for the year ended 31 March 2009, which are set out on pages 8 to 15.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 ('the 1993 Act')) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

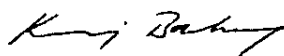
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kirsty Barker ACA  
Russell Smith Chartered Accountants  
7 Carrholm Drive  
Chapel Allerton  
Leeds  
LS7 2NJ

Date:

5 October 2009

**NO SIZE FITS ALL PRODUCTIONS LIMITED**  
**Company registration No - 5050868**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 March 2009**

	Unrestricted Funds 2009 £	Restricted Funds 2009 £	Total Funds 2009 £	Total Funds 2008 £
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds:</b>				
Voluntary income: grants (Note 3)	90,250	64,055	154,305	81,540
Investment income: bank interest	535	-	535	928
Incoming resources from charitable activities (Note 13)	23,954	-	23,954	40,862
Other income (Note 4)	7,082	-	7,082	25,603
	<u>121,821</u>	<u>64,055</u>	<u>185,876</u>	<u>148,933</u>
<b>RESOURCES EXPENDED</b>				
Charitable activities (Note 5)	112,005	58,464	170,469	143,663
Governance costs (Note 6)	12,780	-	12,780	21,172
Total resources expended	<u>124,785</u>	<u>58,464</u>	<u>183,249</u>	<u>164,835</u>
<b>NET (OUTGOING)/ INCOMING RESOURCES</b>	(2,964)	5,591	2,627	(15,903)
Transfers between funds (Note 12)	5,591	(5,591)	-	-
Fund balance at 1 April 2008	16,578	-	16,578	32,481
Fund balance at 31 March 2009	<u>19,205</u>	<u>-</u>	<u>19,205</u>	<u>16,578</u>

**NO SIZE FITS ALL PRODUCTIONS LIMITED**

Company registration No - 5050868

**BALANCE SHEET AS AT 31 MARCH 2009**

	<u>Notes</u>	2009 £	2008 £
<b>FIXED ASSETS</b>			
Tangible assets	9	5,417	6,550
		<hr/> 5,417	<hr/> 6,550
<b>CURRENT ASSETS</b>			
Stock		3,221	4,295
Debtors	10	24,274	5,295
Cash at bank and in hand		2,449	8,861
		<hr/> 29,944	<hr/> 18,451
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	11	16,156	8,423
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		13,788	10,028
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		19,205	16,578
		<hr/>	<hr/>
<b>NET ASSETS</b>		19,205	16,578
		<hr/>	<hr/>
<b>RESERVES</b>			
Unrestricted funds	12	19,205	16,578
Restricted funds	12	-	-
		<hr/>	<hr/>
		19,205	16,578
		<hr/>	<hr/>

**NO SIZE FITS ALL PRODUCTIONS LIMITED**

**Company registration No - 5050868**

**BALANCE SHEET AS AT 31 MARCH 2009 (continued)**

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 1985 ('the Act') relating to the audit of the financial statements for the year by virtue of the section 249A(1), and that no member of members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibility for:

i. ensuring the company keeps proper accounting records which comply with section 221 of the Act;

and

ii. preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company;

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting standard for Smaller entities (effective January 2007).

These financial statements were approved and signed on behalf of the trustees by:

Trustee:



Date:

10/10/09

The accompanying notes form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005 (revised in 2008).

**Income**

Charitable income shown in the statement of financial activities represents amounts invoiced during the year, exclusive of Value Added Tax.

Grant income and bank interest is included when receivable.

Expenditure is recognised on an accruals basis as a liability is incurred.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the economic life of that asset as follows:

Equipment	25% on reducing balance
Office fixtures and fittings	25% on reducing balance
Computer Equipment	25% on reducing balance

**Stocks**

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Unrestricted and restricted funds**

Unrestricted funds are donations, grants and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of support costs if appropriate.

# NO SIZE FITS ALL PRODUCTIONS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009 (continued)

### 2. OPERATING SURPLUS

Operating surplus/ deficit is stated after charging:

	2009 £	2008 £
Depreciation of owned fixed assets	1,805	2,184

### 3. GRANT INCOME

	2009 £	2008 £
Arts Council England - Core Funding	86,750	30,830
Arts Council England - Tangle	5,500	10,000
Arts Council England - TMTM Tour	44,100	-
Arts Council England - TMTM Development	1,455	-
Arts Council England - Satellites	-	34,960
Arts Council England - IETM	-	2,250
Leeds City Council	3,500	3,500
Foyle Foundation	12,000	-
Prince Phillip Trust Fund	1,000	-
	154,305	81,540

Included in grant income for the year ended 31 March 2009 was £64,055 of restricted income.

### 4. OTHER INCOME

	Unrestricted income funds and total 2009 £	Total 2008 £
Corporate training fees charged	6,682	23,602
Other	400	2,000
	7,082	25,602

### 5. EXPENDITURE: CHARITABLE ACTIVITIES

	Restricted £	Unrestricted £	Total 2009 £	Total 2008 £
Project and production costs	58,464	29,053	87,517	61,906
Support costs	-	81,147	81,147	69,596
Depreciation	-	1,805	1,805	2,184
Other	-	-	-	9,977
	58,464	112,005	170,469	143,663

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009 (continued)

6. GOVERNANCE COSTS

	Unrestricted income funds and total 2009 £	Total 2008 £
Professional fees	2,347	1,699
Board meeting costs	208	1,061
Staff costs	10,225	18,412
	<hr/>	<hr/>
	12,780	21,172
	<hr/>	<hr/>

7. STAFF COSTS

	2009 £	2008 £
Salaries and wages	45,009	74,012
Social security costs	3,689	5,210
	<hr/>	<hr/>
	48,698	79,222
	<hr/>	<hr/>

No employee received emoluments of more than £60,000.

During the year £96 was reimbursed to Louisa Riches for travel expenses to attend a board meeting.

The average number of employees during the year, based on full-time equivalents was as follows:

	2009	2008
Chief Executive/Artistic Director	1	1
Administration and support	2	2
	<hr/>	<hr/>
	3	3
	<hr/>	<hr/>

# NO SIZE FITS ALL PRODUCTIONS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

### 8. TAXATION

#### Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31 March 2009 nor for the year ended 31 March 2008.

### 9. TANGIBLE FIXED ASSETS

	Equipment £	Office fixtures and fittings £	Computer Equipment £	Total £
At 1 April 2008	1,891	6,768	6,374	15,033
Additions	64	-	608	672
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2009	1,955	6,768	6,982	15,705
<u>Depreciation</u>				
At 1 April 2008	1,274	3,913	3,296	8,483
Charge for the year	170	714	921	1,805
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2009	1,444	4,627	4,217	10,288
<u>Net book value</u>				
At 31 March 2009	511	2,141	2,765	5,417
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2008	617	2,855	3,078	6,550
	<hr/>	<hr/>	<hr/>	<hr/>

All tangible assets are used for charitable purposes.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009 (continued)

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009 £	2008 £
Other debtors	993	-
Trade debtors	10,083	5,295
Accrued income	12,000	-
Prepayments	1,198	-
	<u>24,274</u>	<u>5,295</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009 £	2008 £
Trade creditors	11,607	3,473
Other creditors	266	578
VAT	-	971
Social Security & other taxes	1,483	1,851
Accrued expenses	1,720	1,550
Deferred income	1,080	-
	<u>16,156</u>	<u>8,423</u>

12. MOVEMENT IN FUNDS

	Opening balance £	Incoming resources £	Outgoing resources £	Transfers £	Closing balance £
Unrestricted funds	<u>16,578</u>	<u>121,821</u>	<u>(124,785)</u>	<u>5,591</u>	<u>19,205</u>
Restricted funds:					
Ethics	-	1,000	(1,000)	-	-
Tangle	-	5,500	(542)	(4,958)	-
The Moon The Moon	-	56,100	(56,100)	-	-
The Moon The Moon Development	-	1,455	(822)	(633)	-
	<u>-</u>	<u>64,055</u>	<u>(58,464)</u>	<u>(5,591)</u>	<u>-</u>

Transfers relating to Tangle and The Moon The Moon Development, relate to funds already spent in the previous financial year from unrestricted funds for these specific projects for which the funds have subsequently been reimbursed.

13. Incoming resources from charitable activities

Incoming resources from charitable activities have been generated from venue fees and box office takings.