HANDMADE THEATRE (A company limited by guarantee and not having a share capital)

UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 COMPANY NO: 10016205

CHARITY NO. 1169406

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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REFERENCE AND ADMINISTRATIVE DETAILS

Charity number:

1169406

Company number: 10016205

Trustees:

Laura Brady Joanna Darley

Rosalie Garton

(Resigned 9 May 2018)

Andrew Sloan Jared Wilson Robert Wilson

Joanne Mcaulay

(Appointed 9 May 2018)

Registered Office:

16 Kneeton Vale Nottingham NG5 3DR

Independent Examiners:

Cobb Burgin

Chartered Accountants 129a Middleton Boulevard

Wollaton Park Nottingham NG8 1FW

Bankers:

Santander

Company Secretary: Suzy Gunn

(A company limited by guarantee and not having share capital)

REPORT OF THE TRUSTEES

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their trustees report incorporating the directors report with the financial statements of the charity for the year ended 31 March 2018.

STRUCTURE, GOVENANCE AND MANAGEMENT

Constitution

Registered charitable company limited by guarantee, incorporated on February 19, 2016 and registered as a Charity on September 29, 2016. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

ORGANISATION STRUCTURE

The board meets quarterly to discuss issues such as developments, current projects, future projects, finance and audits, contributing to the smooth running of the company. The Chair of the Board directs the meetings and is in place to deal with any issues that may arise regarding complaints procedures.

Recruitment and training of new trustees

The Management of the charity is the responsibility of the trustees who are elected and coopted under the terms of the Memorandum and Articles of Association.

New trustees are given an induction to the organisation and training where appropriate in line with the Charity Commission guidance.

OBJECTIVES AND PUBLIC BENEFIT

Handmade Theatre company works with the education sector, art sector as well as community groups, to create bespoke projects, such as workshops and performances that enthuse and inspire.

Our work benefits a wide range of ages and abilities and we hope to keep expanding our reach. We have worked extensively with children and young people including those with SEN. Our reach is widening as our projects take on new forms as we work with a broader range of the community and further afield. We aim for all ages and abilities to benefit from our work.

Our company works with those who may not usually have a chance to engage with the arts or who may not have been able to physically engage in the past, so we select work or write proposals where we see a gap in provision. Our work spans many groups including children, young people and the elderly. We also aim to reach minority groups who will benefit most from our work. The board agrees to commissions that clearly meet these aims and objectives and are within budget and in line with our business plan.

In shaping our objectives for the year and planning our activities the trustees have considered the Charity Commission's guidance on public benefit, paying particular attention to the area regarding fee charging where we work closely with our presenting partners to address this issue.

REPORT OF THE TRUSTEES (CONTINUED)

BACKGROUND

Handmade Theatre was established in 2011 by Amy Nicholson and Suzy Gunn, following a long-term creative partnership as the SHRUG Ladies. They lead all the creative and practical activity undertaken by the company, using their complementary skills to cover different aspects of their broad wide reaching roles.

TRUSTEES

All Trustees are familiar with the practical work of the charity, attending public performances and inclusion in the development of the current business plan. Trustees are recruited by the company for their varied backgrounds and specialist knowledge that will support the company in different areas of its existence

Creative Director: Amy Nicholson

Amy is a trained Theatre Designer with a BA from Nottingham Trent University and MA from University of Arts London. She has worked on a broad range of professional design projects including sets, costumes, puppets, props, masks and make-up for theatre and film. Amy is co-director of the SHRUG ladies a performance company which specialises in non-verbal, site specific and durational performances and a key collaborator of Polymath, a boutique film and digital art company.

Alongside this industry-based practice Amy has worked in education delivering a broad range of music, drama and art based workshops. She worked for Creative Partnerships for a number of years delivering and managing creative projects in schools. In particular Amy took an interest in SEN education and worked substantially in this field including delivering musical interaction therapy for children with Autism. Amy is a qualified teacher and has used her breadth of experience and passion for innovation within her work for Handmade Theatre.

Creative producer: Suzy Gunn

Suzy originally trained in Contemporary Theatre at Scarborough University and has been working as a Creative Practitioner and Arts Manager for over 10 years within creative industries in the East Midlands. As a Creative Producer, Suzy has managed high profile international companies including Reckless Sleepers and Retina Dance Company. This experience has given her key skills in fundraising, company development, tour booking and project management.

As a theatre practitioner she has specialised in contemporary devised theatre and toured work across the UK. This includes co-directing SHRUG Ladies Street Theatre company, working with experimental theatre company Zoo Indigo and collaborating with performer Owen Davies. Suzy brings together her passions of creating theatre and working with young people within Handmade theatre company.

REPORT OF THE TRUSTEES (CONTINUED)

Chair: Andy Sloan

Andy is the former head of Rosehill Special School. He has a background in Special Needs and Special Education. He worked extensively with Handmade Theatre from its beginning with The Flying Machine and places connection between the development of The Flying Machine at Rosehill School and the school's receipt of consecutive 'Outstanding' Ofsted status.

Jo Darley – currently works with Nottingham City Council and previously worked with Suzy (shared office); secondary language teacher by training; now works in school providing support for languages and developing an international dimension

Bob Wilson – connection to HMT as Amy Nicholson's uncle (declaration made of conflict of interest); previous experience as Regional Finance Director; currently an Independent Financial Advisor. He can bring financial knowledge and advice to the Board.

Rosie Garton—is a lecturer at DMU and a creative practitioner/theatre maker. She is co-artistic director of Zoo Indigo a local experimental theatre company. She worked on The Flying Machine with HMT as a performer. She brings experience in management, business, performance and academia.

Laura Elliott- is a registered accountant bringing knowledge of finances and accounts to the company, she also has a knowledge of the company as an audience member having attended many shows. She has good contacts in the area of finance and sponsorships which will prove valuable.

Jared Wilson- is the Creative Director of Left Lion, a printed and online culture and listings magazine which covers Nottingham, with a specific focus on the local music and arts scene. Jared brings with him knowledge of marketing and resources which could benefit the company.

As the company develops and Amy and Suzy's roles continue to expand, trustees will monitor the growth and effectiveness of the company in terms of how effective they are being in achieving the company's core objectives. This will be achieved through:

- regular reporting and face-to-face discussions about their work with communities.
- regular financial reporting at meetings. (see attached financial break down for 2017-2018)
- the monitoring of feedback and evaluation from outside sources, such as schools and other organisations that commission work.
- Trustee attendance at a sample of performances throughout the year will provide members with first-hand knowledge and experience of the company's delivery.

The Trustees attended an Away Day in October 2017 where progress and achievements were discussed and we looked in detail at how the extensive props used in production were made. This was an opportunity for all Trustees to experience the day-to-day issues of producing a performance. It will also gave all members an opportunity to share ideas, consider future development and to confirm that the mission statement of developing dynamic, interactive theatre, is being firmly adhered to.

REPORT OF THE TRUSTEES (CONTINUED)

ACHIEVEMENT AND PERFORMANCE

In 2017-2018 we successfully toured the show How Time Flies across the UK to over 17 venues and festivals including The Lowry in Salford and Tartan Heart Festival in Inverness. How Time Flies was also supported by Cast in Doncaster who commissioned a Christmas version of the show called The Great Christmas Dig, which had a three-week run in the theatre. This also gives us an extra resource for the Christmas of 2018 as the show can be toured again. Alongside this activity we ran a holiday school with Attenborough Arts Centre in Leicester for Children with Special Educational Needs around the themes of archaeology and history.

We toured our previous show Flying The Nest on a smaller scale to around 6 venues and festivals including a private party in Nottingham and Theatre Clwyd in Mold. This was part of a double booking for the company, taking both shows to the same venue, which helps us save on costs and increases fees. We already have interest in this show for 2018.

This was a successful year in terms of touring and secured funding, seeing success on two arts council grants for the arts projects. This funding has also allowed us to investigate a new project for 2018-19 called Too Many Cooks.

FINANCIAL REVIEW

The year saw a net increase in resources of £13,733. The income increased from £ 53,208 to £ 62,802 and expenditure decrease from £ 53,240 to £ 49,069. The accumulated funds of the charity at 31 March 2018 were £ 13,701.

RESERVES POLICY

The charity aims for reserves equivalent to 1 months running costs by the end of the financial year 2017-2018, hoping to increase this to 3 months running costs by 2020. The Charity has reserves at 31 March 2018 amounting to 3 months running costs.

FUTURE PLANS

In October 2018 we began the research and development phase for this project and secured a co-commission from Applause Rural Touring, which will help to spread the reach of the company and invest in the project.

Dates for 2018-19 are:

Too Many Cooks

28th April- Streets of Battle & Bexhill, East Sussex

20th May- Sandwich Food Festival, Kent

2nd June- Oving Village Scarecrow Day, West Sussex

16th June- Crowborough Town Sussex Day, East Sussex

23rd June- Eastleigh Unwrapped Festival, Eastleigh

26th-28th June- 3Foot People Festival, Chelmsford

30th June- Boughton Monchelsea Village Fete, Maidstone

REPORT OF THE TRUSTEES (CONTINUED)

7th July- Hythe Festival, Kent

14th July- Chalk Village Fete, Kent

16th July- Create Music Festival, Ashford, Kent

22nd July- Petworth Festival, West Sussex

2nd-4th August- Belladrum Festival, Inverness

25th-27th August- Camper Calling Festival, Warwickshire

7th&8th September- B.O.A.T. Brighton

16th September-Hurst Festival, West Sussex

22nd September- Lindfield, West Sussex

Flying The Nest

26th-28th May- Geronimo Festival

6th June- Oldham Library

9th&10th June- Barking Festival

16th June-Woodside Festival, Derbyshire

30th June & 1st July-Geronimo Festival

21st July- Arnot Hill Park, Nottingham

18th & 19th August- Gloworm Festival, Nottingham

STATEMENT OF TRUSTEES RESPONSIBILITIES

The charity trustees (who are also directors of Handmade Theatre for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- · observe the methods and principles in the Charities SORP;
- 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safe-guarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report has been prepared in accordance with the special provisions Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 17 December 2018 and signed on their behalf by

J. Mcaulay (Trustee

(A company limited by guarantee and not having share capital)

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF HANDMADE THEATRE

I report to the charity trustees on my examination of the accounts of the company for the year ended (date) which are set out on pages 11 to 17

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Philip Handley FCA
For and on behalf of Cobb Burgin
Chartered Accountants

129a Middleton Boulevard Wollaton Park

Nottingham NG8 1FW 20th Darmer 2018

STATEMENT OF FINANCIAL ACTIVITIES (INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Unrestricted Funds £	Restricted £	31 March 2018 Total £	31 March 2017 Total £
INCOME AND ENDOWNMENTS FROM		~	~	-	~
Donations and legacies	2	1,127	28,416	29,543	18,978
Charitable activities	3	27,869	5,390	33,259	34,230
TOTAL		28,996	33,806	62,802	53,208
EXPENDITURE ON					
Charitable activities	4	26,078	22,991	49,069	53,240
NET INCOME Transfer between funds		2,918 	10,815	13,733	(32)
NET MOVEMENT IN FUNDS		2,918	10,815	13,733	(32)
RECONCILIATION OF FUNDS					
TOTAL FUNDS BROUGHT FORWARD		(32)		(32)	
TOTAL FUNDS CARRIED FORWARD	10	2,886	10,185	13,701	(32)

The charitable company has no recognised gains or losses other than the results for the period as set out above.

All of the activities of the charitable company are classed as continuing.

The notes on pages 11 to 17 form part of these financial statements

BALANCE SHEET AS AT 31 MARCH 2018

	•	2018	2017
FIXED ASSETS	Notes	£	£
Tangible assets	8	3,078	2,392
CURRENT ASSETS			
Stock		100	337
Debtors	9	1,812	786
Cash at bank and in hand		12,071	413
		13,983	1,536
CREDITORS:			
AMOUNTS FALLING DUE WITHIN ONE YEAR	10	3,360	3,960
NET CURRENT ASSETS/(LIABILITIES)		10,623	(2,424)
TOTAL ASSETS LESS CURRENT LIABILITIES		13,701	(32)
			
Unrestricted	12	2,886	(32)
Restricted	12	10,815	
TOTAL FUNDS		13,701	(32)
•			

The trustees are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees of the charity acknowledge their responsibilities for:

- i) ensuring that the charitable company keeps proper accounting records which comply with sections 386 of the Act, and
- ii) preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficiency for the financial year in accordance with the requirements of Sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard (FRS 102) (effective January 2016).

Approved by the board of trustees on 17 December 2018 and signed on its behalf by;

J Mcaulay - Trustee

the notes on pages 11 to 17 form part of these financial statements

(A company limited by guarantee and not having share capital)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES

Company status

The financial statements of the charitable company, which is a public, benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The Charity is a private company limited by guarantee, incorporated in England and Wales. The members of the company are the trustees named on page 3. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The Charity's registered office address can be found on the Reference and administrative details, page 3.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

- the requirements of section 7 Statement of Cash Flows.

The financial statements are prepared on a going concern basis as there are no material uncertainties about the charities ability to continue.

Income recognition and policies

Items of income are recognised and included in the accounts when all the following criteria are met.

- the charity have entitlement to the funds
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity.
- there is sufficient certainty that the receipt of the income is considered probable;
 and
- the amount can be measured reliably.

For legacies, entitlement is taken as the earlier of.

- the date on which the charity is aware that the probate has been granted
- the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made; or

Receipt of legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified the charity, or the charity is aware the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

(A company limited by guarantee and not having share capital)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

Fixed assets

Fixed assets are included in the balance sheet at cost less accumulated depreciation. Depreciation had been provided to write off the cost of fixed assets over their estimated useful lives at the following rates per annum:

Equipment - 25% reducing balance
Motor Vehicle - 25% reducing balance
Computer equipment - 33% reducing balance

Stock

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

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions

Creditors and provisions are recognised where the charity had a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund accounting

Funds held by the charity are either:

- Unrestricted general funds these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Restricted funds these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. DONATIONS AND LEGACIES

		2018	2017
		£	£
	Arts Council England	28,416	14,900
	Donation	-	1,156
	Crowd funding	1,127	2,922
		29,543	18,978
3.	INCOME FROM CHARITABLE ACTIVITIES		
	Project and touring income	33,259	34,230
			

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018 (continued)

		2018	2017
		£	£
4.	EXPENDITURE ON CHARITABLE ACTIVITIES		
	Touring, production and organisational costs		
	- Direct production costs	38,425	40,000
	- Premises costs	991	1,789
	- Insurance	1,068	682
	- Travelling	4,932	7,084
	- Subscriptions	393	295
	- Depreciation	1,064	855
	- Research and marketing	1,291	1,012
	- Governance costs	905	1,523
		49,069	53,240
	Governance costs		
	- Post and stationery	36	258
	- Sundry	209	326
	- Accountancy and book keeping	660	660
	- Repairs and renewals	-	271
	- Bank charges		8
		905	1,523
5 .	NET INCOME/ EXPENDITURE	2018	2017
	This is stated after charging:	£	£
	Depreciation	1,064	855
	Independent examiners fee	660	660

6. TRUSTEES REMUNERTATION AND BENEFITS

There were no trustees remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

There were no trustees expenses reimbursed for the year ended 31 March 2018 nor for the year ended 31 March 2017

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

				2018 £)17 E
7.	STAFF COSTS			~	•	L
•	Staff costs - Gross salaries			-		_
	- Social security costs			-		-
	·				-	
				_		-
	Average number of staff employed dur	ing the period was	nil.			
8.	TANGIBLE FIXED ASSETS					
•		Equipment	Motor Vehicle	Con	nputer	Total
			£		£	£
	COST					
	At start of period	2,720	-		527	3,247
	Additions	-	1,750		-	1,750
	Disposals			-	-	-
	At 31 March 2018	2,720	1,750	_	527	4,997
	DEPRECIATION					
	At start of period	680	-		175	855
	Charge for period	510	438		116	1,064
	Disposals	<u> </u>		_	-	-
	31 March 2018	1,190	438	_	291	1,919
	NET BOOK VALUE					
	At 31 March 2018	1,530	1,312	_	236	3,078
	At 31 March 2017	2,040	-	=	352	2,392
9.	DEBTORS		20° £	18)17 £
	Prepayments and other debtors		1,8	112		786 ——

1,812

786

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

10. CREDITORS	2018 £	2017 £
Amounts falling due within one yea Trade creditors	r: - 2,700	3,300
Accruals .	660	660
	3,360	3,960

11. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follow

	2018	2017
	£	£
within one year	6,000	-
Between one and five years	1,200	-

12. MOVEMENTS IN FUNDS

		Outgoing Expenditure	Transfers	Balance at 31 March 2018		
	£	.	£	£	£	£
Unrestricted Restricted- Arts	(32)	28,996	26,078	-	2,886
Council	_		33,806	22,991		10,815
	(32)	62,802	49,069		13,701

12a. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fixed Assets	3,078	-	3,078
Net current assets	(192)	10,815	10,623
	2,886	10,815	13,701

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.