Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2017
for
Tavistock Repertory Guarantors Ltd

Maurice J. Bushell & Co Challoner House 19 Clerkenwell Close London EC1R 0RR



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## Report of the Trustees for the Year Ended 31 July 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2017.

Tavistock Repertory Guarantors Limited was incorporated as a company limited by guarantee on 25 July 1952.

#### **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

The charity's objects are specifically restricted to the following:

- (1) To promote, maintain, improve, disseminate and advance education of the public, particularly in the production of educational plays, and other stage presentations and the encouragement of the dramatic arts and other arts, including the arts of drama, mime, dance, singing and music;
- (2) To give opportunity for persons interested in the fields of dramatic and musical theatre to participate, whether on or offestage, in theatrical productions of high quality; and to formulate prepare and establish schemes for the aforesaid objects provided that all objects of the Company shall be of a charitable nature.

In shaping our objectives for the year and planning our activities, the directors have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging.

#### ACHIEVEMENT AND PERFORMANCE

The principal activity of the company is organising and presenting theatrical performances under the trading name of the Tower Theatre Company. The activities of the company have been funded by surpluses on theatrical performances, membership fees, and donations made by supporters. The company receives no revenue grants.

All the activities of the company are carried on by volunteers, except for two part-time members of staff who act as the company's administrators.

A major future risk to the company is that the company does not currently hold any interest in premises capable of supporting its activities.

Steps taken to mitigate this risk are:

- a search for alternative premises from which the company will be able to carry on its activities.
- Identification of a potential property to purchase at Sunstone House, 16 Northwold Road, London, N16 7HR for which negotiations with the current owner are ongoing.

The cash reserves held by the company are being held towards the cost of the potential alternative site, at Sunstone House. The majority of funds are held in low-risk portfolio of shares, bonds and cash managed by Rathbone Investment Management Ltd.

The directors consider the results achieved and the state of affairs during the year, which is the subject of this report to be satisfactory.

#### FINANCIAL REVIEW

The results for the year are shown in the statement of financial activities reported on page 6.

Net movement in funds from unrestricted funds, before net realised gains, amount to £193,264 (2016: £480,139). Net gains of £183,563 consisted of realised gains of £4,231 (2016: -£28,933) and unrealised gain of £179,332 (2016: £163,936).

There are fixed assets (technical equipment) valued at £460.

#### Report of the Trustees for the Year Ended 31 July 2017

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The Articles of Association were updated and revised in 2015, both to comply with the Charity Commissioners' guidelines and to reflect certain changes in the operation and management of the Company.

#### Related parties

No payments were made to any of the directors (or persons connected to them) other than by way of reimbursement of expenses incurred on behalf of the company.

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The company is limited by guarantee and does not have a share capital. At the year end there were 354 members of the company, each of whom has undertaken to contribute up to £1 in the event of the liquidation of the company.

#### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Company number

00510482 (England and Wales)

#### Registered Charity number

219947

#### Registered office

5th Floor

6 St. Andrew Street

London

EC4A 3AE

#### **Trustees**

Mr N Insley

Mr S N Lev

Mr L Tuerk

Ms A Watchorn Ms S Ambrose

Mr H Reeder

Mr D J Taylor

Mr A T Knapp

Mr I G Grant

Mrs H C Franklin

Mrs S L Brodie

Mr D W Holyoake

Mr J S Wober.

- resigned 10/10/2016

- resigned 10/10/2016

- resigned 19/10/2017

Deputy Chairman - resigned 19/10/2017

- appointed 18/10/2016

- appointed 19/10/2017

#### **Company Secretary**

TMF Corporate Administration Services

Chairman

## Report of the Trustees for the Year Ended 31 July 2017

#### REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

Stephen Foster
(FCA)
Maurice J. Bushell & Co
Challoner House
19 Clerkenwell Close
London
EC1R ORR

#### EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

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

Approved by order of the board of trustees on 19 October 2017 and signed on its behalf by:

Mrs H C Franklin - Trustee

## Independent Examiner's Report to the Trustees of Tavistock Repertory Guarantors Ltd

I report on the accounts for the year ended 31 July 2017 set out on pages six to nineteen.

#### 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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### Basis of the 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

#### 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 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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)

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.

## Independent Examiner's Report to the Trustees of Tavistock Repertory Guarantors Ltd

Stephen Foster
(FCA)
Maurice J. Bushell & Co

Challoner House

19 Clerkenwell Close

London

EC1R ORR

27 April 2018

### Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 July 2017

					2017	2016
		Unrestricted	Restricted	Endowment	Total	Total
		fund	fund	fund	funds	funds
	Notes	£	£	£	£	£
INCOME AND						
ENDOWMENTS FROM		4.4.=4.0			44.500	262.500
Donations and legacies		14,738	-	<del>-</del> .	14,738	369,580
Charitable activities	4	122.061			122.061	00.757
Charitable activities		133,961	-	-	133,961	90,756
Other trading activities	2	20,605	-	-	20,605	25,719
Investment income	3	43,171	-		43,171	38,491
Total		212,475	-	-	212;475	524,546
EXPENDITURE ON						
Charitable activities	5					
Charitable activities		176,162	-	-	176,162	167,975
Other	6	26,612			26,612	11,434
Total		202,774	<b>-</b>	-	202,774	179,409
Net gains/(losses) on			·			
investments		183,563	-	-	183,563	135,002
NET INCOME		193,264	-	-	193,264	480,139
RECONCILIATION OF FUNDS						
Total funds brought forwar	ď	2,635,560	-	-	2,635,560	2,155,421
TOTAL FUNDS CARRIED FORWARD		2,828,824	-		2,828,824	2,635,560

#### **CONTINUING OPERATIONS**

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

All income and expenditure derives from continuing activities.

The notes form part of these financial statements

### Balance Sheet At 31 July 2017

		•				
	Notes	Unrestricted fund £	Restricted fund	Endowment fund £	2017 A Total funds £	2016 Total funds £
FIXED ASSETS Tangible assets Investments	11 12	460 2,375,906	-	- - -	460 2,375,906	615 2,166,487
		2,376,366		<u> </u>	2,376,366	2,167,102
CURRENT ASSETS Debtors Cash at bank	13	12,606 449,5 <b>8</b> 9	-	- -	12,606 449,589	11,445 461,758
		462,195		-	462,195	473,203
CREDITORS Amounts falling due within year	one 14	(9,737)	-	<u>.</u>	(9,737)	(4,745)
NET CURRENT ASSETS	5	452,458	-	-	452,458	468,458
TOTAL ASSETS LESS CURRENT LIABILITIES	8	2,828,824	-	-	2,828,824	2,635,560
NET ASSETS		2,828,824			2,828,824	2,635,560
FUNDS Unrestricted funds	15				2,828,824	2,635,560
TOTAL FUNDS					2,828,824	2;635;560

The notes form part of these financial statements

#### Balance Sheet - continued At 31 July 2017

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 July 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 19 October 2017 and were signed on its behalf by:

Mrs H C Franklin - Trustee

The notes form part of these financial statements

## Notes to the Financial Statements for the Year Ended 31 July 2017

#### 1. ACCOUNTING POLICIES

#### **Basis of preparation**

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 with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Einancial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

#### Income

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Computer equipment

- 20% on cost

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

#### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.	OTHER TRADING ACTIVITIES		
	Membership fees Special events	2017 £ 19,866 739	2016 £ 20,505 5,214
		20,605	25,749
3.	INVESTMENT INCOME		
	Deposit account interest Dividend income	2017 £. 716 42,455 43,171	2016 £ 4,539 33,952 38,491
	The company's cash reserves are invested in short-term bank deposit accounts.		
4.	ACTIVITIES FOR GENERATING FUNDS		
		2017 £	2016 £
	Income from theatre productions Other-income	133,049 912	90,097 662
		133,961	90,759

5.	COSTS OF CHARITABLE ACTIVITIES			
			2017	2016
			£	£
	Direct costs of theatre productions		78,548	76,573
	Direct costs of special events		, <u>-</u>	1,066
	Stafficosts		19,717	18,254
	Insurance		1,084	650
	Printing and Stationery		4,771	2,171
	Rents		50,780	50,032
	Rates		1,722	781
	Light and Heat		419	1,146
	Brokerage charges		16,600	14,615
	Depreciation		154	154
	Bank charges		2,279	2,165
	Fundraising and other expenses	•	73	368
	Exchange rate losses		15	-
			176,162	167,975
			====	=====
6.	OTHER		2017	2016
			£	£
	Legal and professional fees		13,478	9,934
	Irrecoverable VAT		11,734	2,234
	Independent Examiner's fee		1,400	1,500
	maspondent Examiner 5 100			
·			26,612	11,434
7.	NET INCOME/(EXPENDITURE)			
	Net income/(expenditure) is stated after charging/(crediting):			
			2017	2016
			£	£
	Depreciation - owned assets		155	154

## Notes to the Financial Statements - continued for the Year Ended 31 July 2017

#### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2017 nor for the year ended 31 July 2016.

#### Trustees' expenses

There were no trustees expenses paid for the year ended 31 July 2017 nor for the year ended 31 July 2016.

#### 9. STAFF COSTS

The average monthly number of employees during the year was as follows:

Administrative staff 2017 2016
2 2
2

No employees received emoluments in excess of £60,000.

#### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £∷	Restricted fund	Endowment fund	Total funds £
INCOME AND	•		. ,	•
ENDOWMENTS FROM				
Donations and legacies	369,580	-	-	369,580
Charitable activities				
Charitable activities	90,756	-	-	90,756
Other trading activities	25,719	-	_	25,719
Investment income	38,49.1	=	<del>-</del>	38,491
Total	524,546	-	-	524,546
EXPENDITURE ON Charitable activities Charitable activities	167,975	_	_	167,975
Other.	11,434%.			11,434
Other	11,434	<u> </u>	<u>-</u>	11,454
Total	179,409	-	-	179,409
Net gains/(losses) on investments	135,002	-	-	135,002
NET INCOME	480,139		. `;=	480,139

-10.	COMPARATIVES FOR THE STATEME	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
	RECONCILIATION OF FUNDS				
	Total funds brought forward	2,155,421	<del>-</del>	-	2,155,421
	TOTAL FUNDS CARRIED FORWARD	2,635,560	-		2,635,560
11.	TANGIBLE FIXED ASSETS				Computer
	COST At 1 August 2016 and 31 July 2017				equipment £
	<b>DEPRECIATION</b> At 1 August 2016 Charge for year				154 155
	At 31 July 2017				309
-	NET BOOK VALUE At 31 July 2017				460
	At 31 July 2016				615
12.	FIXED ASSET INVESTMENTS				
				·	
				1	Listed Investments £
	MARKET VALUE At 1 August 2016 Additions				2,166,487 386,829
	Disposals Revaluations	•			(580,844) 159,656

12.	FIXED ASSET INVESTMENTS - continued		
	Cash Movement		243,778
	At 31 July 2017		2,375,906
	NET BOOK VALUE		
	At 31 July 2017		2,375,906
	At 31 July 2016		2,166,487
13.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2017 £	2016 £
	Gift Aid reclaim		519
	VAT Rent prepayment	459 4,961	5,796
	Other Prepayments	7,186	5,130
		12,606	11,445
14.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		2017	
	VAT	£	£ 170
	Accruals and deferred income	9,737	4,575
		9,737	4,745

## Notes to the Financial Statements - continued for the Year Ended 31 July 2017

#### 15. MOVEMENT IN FUNDS

			Net	
		t		
		At 1.8.16	funds	At 31.7.17
		£	£	£
Unrestricted funds				
General fund		2,635,560	193,264	2,828,824
		<u> </u>		
TOTAL FUNDS		2,635,560	193,264	2,828,824
Net movement in funds, included in the abov	e are as follows:  Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	212,475	(202,774)	183,563	193,264
		<del>1201 - 2</del>		
TOTAL FUNDS	212,475	(202,774)	. 183,563	193,264

No funds held are subject to any restrictions regarding their use and are available for application on the general purposes of the company.

#### 16. RELATED PARTY DISCLOSURES

No director or other person related to the charity has any personal interest in any contract or transaction entered into by the charity during the year.

#### 17. POST BALANCE SHEET EVENTS

The Directors have been seeking a new site for the company for a number of years. Subsequent to the year-end they completed on the purchase of a site located at 16 Northwold Road, London, N16 7HR. The purchase of that new site will be fully reflected in the next year's accounts.

#### 18. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. There are 354 members of the Company, each of whom has undertaken to contribute up to £1 in the event of the liquidation of the Company.

PRODUCTION ACCOUNT		
	2017	2016
Number of productions	17	19
Number of performance	127	121
Seats sold	7,426	6,047
	£	£
Income		
Ticket sales	129,823	87,878
Programme sales	1,688	732
CD sales	271	211
Donations and other misc income	1,276	1,276
	133,058	90,097
Expense		
Royalties	7,712	6,348
Venue hire	45,189	47,209
Special publicity	1,671	1,450
Direct production costs	19,655	14,457
Publicity and marketing	7,363	7,109
	81,591	76,573
	<del></del>	
Net Surplus from productions	51,467	13,524
T. T. Car Practice by Commence		

## Reconciliation of Income and Expenditure for the Year Ended 31 July 2016

			Effect of	\$ 1 .
		UK GAAP	transition to FRS 102	FRS 102
	Notes	£	£	£
INCOME AND				
ENDOWMENTS FROM				
Donations and legacies		369,580	, <del>-</del>	369,580
Charitable activities		116,475	(25,719)	90,756
Other trading activities		-	25,719	25,719
Investment income		38,491	<b>-</b>	38,491
Total		524,546	-	524,546
EXPENDITURE ON				
Charitable activities		167,975	<del>-</del>	167,975
OBSOLETE Governance costs		1,500	(1,500)	· · · ·
Other		9,934	1,500	11,434
Total		179,409	-	179,409
Net gains/(losses) on investments		135,002	-	135,002
NET INCOME		480,139	<del>-</del>	480,139
•				

# Reconciliation of Funds At 1 August 2015 (Date of Transition to FRS 102)

FIXED ASSETS Investments	Notes	UK GAAP £ 2,042,448 2,042,448	Effect of transition to FRS 102 £	FRS 102 £ 2,042,448 2,042,448
CURRENT ASSETS Debtors Cash at bank		29,495 86,978	- -	29,495 86,978
		116,473	<del>-</del> >	116,473
CREDITORS Amounts falling due within one year		(3,500)	-	(3,500)
NET CURRENT ASSETS		112,973	-	112,973
TOTAL ASSETS LESS CURRENT LIABILITIES		2,155,421	-	2,155,421
		2,155,421	-	2,155,421
FUNDS Unrestricted funds		2,155,421	· <u> </u>	2,155,421
TOTAL FUNDS		2,155,421		2,155,421

### Reconciliation of Funds At 31 July 2016

	Notes	UK GAAP £	Effect of transition to FRS 102	FRS 102 £
FIXED ASSETS		615		615
Tangible assets Investments		2,166,487	- -	2,166,487
	•			
Total		2,167,102	-	2,167,102
CURRENT ASSETS				
Debtors		11,445	_	11,445
Cash at bank		461,758	-	461,758
		473,203 ···		473,203
CREDITORS Amounts falling due within one year		(4,745)	-	(4,745)
NET CURRENT ASSETS	·	468,458		468,458
TOTAL ASSETS LESS CURRENT LIABILITIES		2,635,560	-	2,635,560
NET ASSETS.		2,635,560	. <u>-</u>	2,635,560
FUNDS Unrestricted funds		2,635,560	· <u>-</u>	2,635,560
TOTAL FUNDS		2,635,560	-	2,635,560

## Detailed Statement of Financial Activities for the Year Ended 31 July 2017

	2017:: £	2016 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations		*3,579
Gift aid		5119
Legacies	11,500	
Miscellaneous	30	2,317
	14,738	369,580
•	- 4	<b>,</b>
Other trading activities	#O:0//	20:505
Membership fees	19,866	20,505
Special events	739	5,214
·	20,605	25,719
Investment income		
Deposit account interest	716	4,539
Dividend income	42,455	33,952
	43,171	38,491
Charitable activities		
Charitable activities income	133,961	90,756
Total incoming resources	212,475	524,546
EVDENDITUDE	,	
EXPENDITURE		
Charitable activities		
Wages	19,717	17,951
Social security	-	303
Rates and water	1,722	781
Insurance	1,084	65.0
Light and heat	419	1,146
Postage and stationery	4,771	2,171
Theatre productions costs	2,480	76,573
Direct cost of special events	76,068	1,066
Rent	50,780	50,032
Carried forward	157,041	150,673

This page does not form part of the statutory financial statements

with sale

## Detailed Statement of Financial Activities for the Year Ended 31 July 2017

	20f7**	2016
	£	£
Charitable activities		
Brought forward	157,041	150,673
Brokerage charges	16,600	14,615
Depn of computer equipment	154	154
Bank charges	2,279	2,165
Fundraising and other expenses	73	368
Exchange rate losses	15	
	176,162	167,975
Other		
Legal and professional fees	13,478	9,934
Irrecoverable VAT	11,734	-
Independent Examiner's fee	1,400	1,500
	26,612	11,434
Total resources expended	202,774	179,409
· Net income before gains and		
losses	9,701	345,137
Realised recognised gains and losses		
Realised losses f a inve	4,231	(28,933)
Unrealised gain/losses on inv	179,332	163,935
	<del></del>	
Net income	193,264	480,139

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